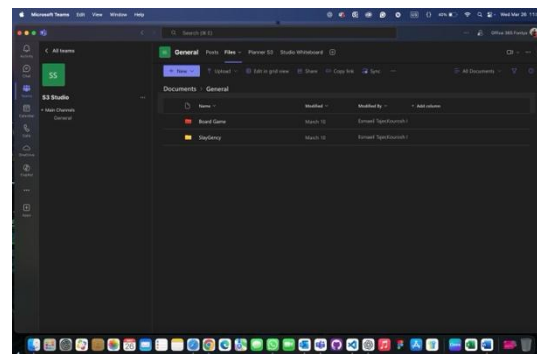
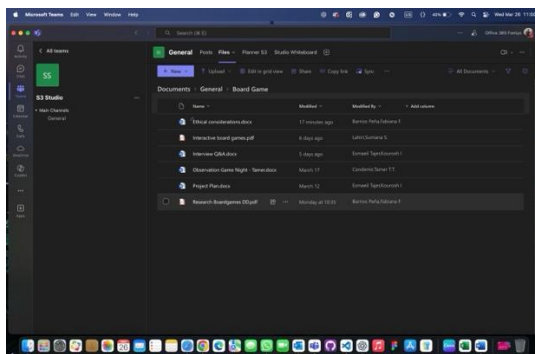


# Group communication

## Internal communication: (Inside the group):

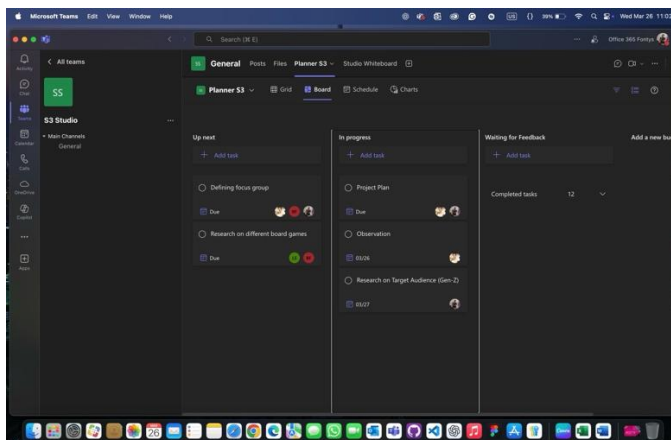
As a group, we communicate through a few different platforms. The first platform we use is WhatsApp, which is for daily messaging and general communication within the group.

The second platform is Microsoft Teams, where we collaborate on different files. All our documents are stored on the Fontys SharePoint, making it easy to access everything in the cloud. This system allows us to continue working on documents even if someone is absent, ensuring that we can all stay on track.



### 1 MS Teams file management

The third tool we use is Microsoft Planner. As the group leader, I can assign tasks to everyone, and we can manage the project efficiently. We aim to divide the workload as equally as possible, and if any group member needs help or feedback, we make sure to offer support.



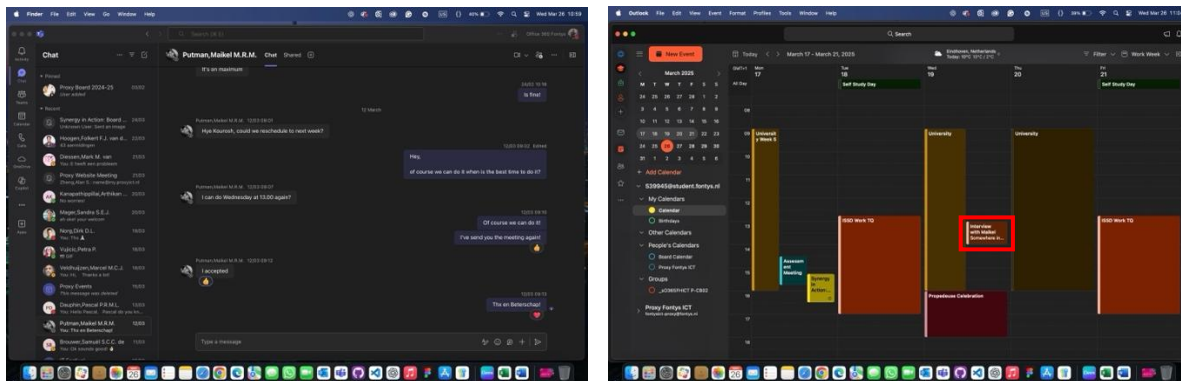
### 2 MS Planner

From my perspective, we work efficiently and aim to share the project load fairly. Additionally, if someone is late or unable to attend a meeting for any reason, it is mentioned in the WhatsApp group chat so that everyone is aware of the situation.

In summary, we always strive to keep communication smooth and efficient, ensuring that everyone is informed, and the group can work effectively.

## External Communication:

As a group, we discussed and decided that I would be responsible for managing external communication. The reason for this is that it is more efficient to have one person handle all the emails. This way, it's easier to communicate directly with stakeholders one-on-one, and I can then update the group. This approach minimizes excessive communication between stakeholders and the team, preventing the stakeholders from being overwhelmed with emails. Overall, it helps streamline the process and makes things more efficient. We all agreed on this approach, and I took on the role of managing external communication.



3 Communication between Stakeholders and Me

## Group member change:

In week 6, a member from another group approached me and asked if she could join our group (SlayGency). I appreciated that she reached out because our group originally had three members, because the other two members were not participating. I discussed it with Maikel, and he agreed that she could join (her study coach). Then, I spoke with Pennie (group coach and personal coach), and she was happy to become part of our group. From the next day, she joined us, and we started working on the project together.