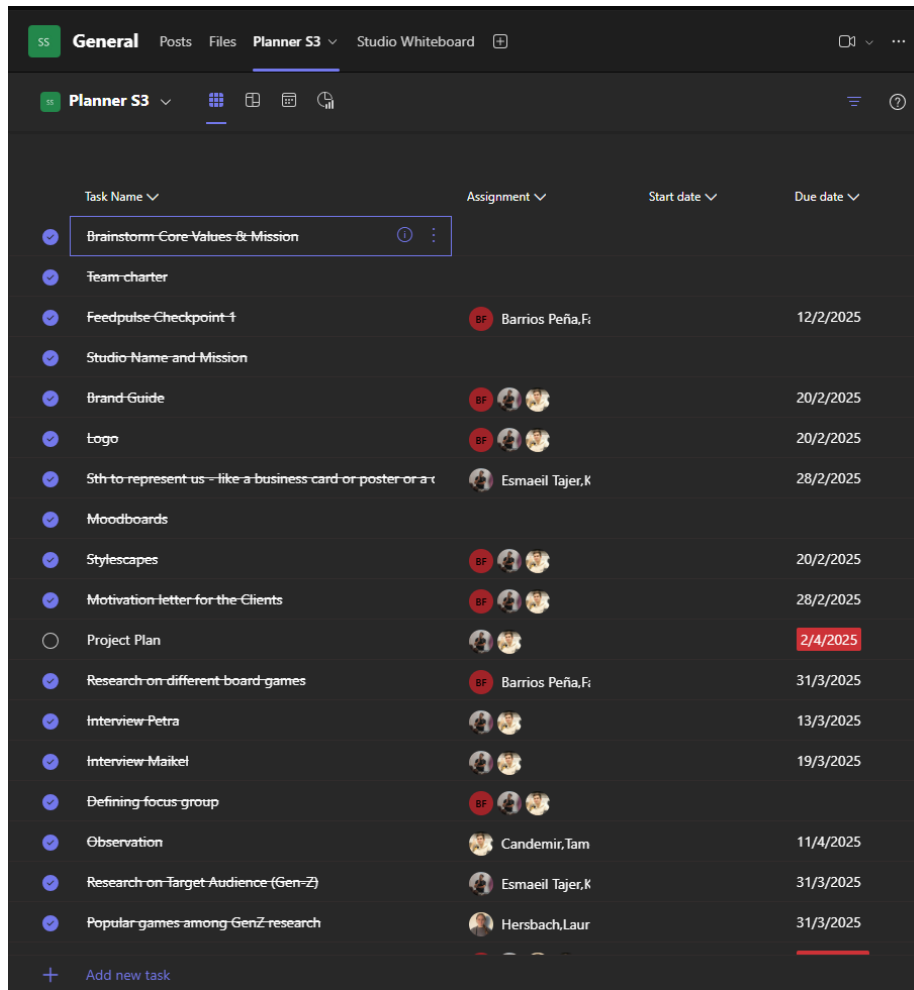


# Group Project Planning & Communication


In both studio branding and client projects, we used Microsoft Teams Planner to help us stay organised throughout the project. It allowed us to keep track of all the tasks, set deadlines, and clearly see who was responsible for what. This made it much easier to manage our work and make sure nothing was forgotten.



We also decided to keep all our documents in Microsoft Teams. This way, everyone had access to the same files at all times, and we didn't have to worry about someone not having the latest version or losing important documents. It helped us avoid confusion and saved us a lot of time.

SS	General	Posts	Files	Planner S3	Studio Whiteboard	
+ New	Upload	Edit in grid view	Share	Copy link	All Documents	
Documents > General > Board Game						
	Name	Modified	Modified By	+ Add column		
	Ethical considerations.docx	May 23	Barrios Peña, Fabiana F.			
	game_design_vj2025_boardgames_101_wit...	March 31	Esmail Tajer, Kourosh I.			
	Interactive board games.pdf	March 20	Lahiri, Sumana S.			
	Interview Q&A.docx	March 21	Esmail Tajer, Kourosh I.			
	Observation Game Night - Tamer.docx	May 17	Candemir, Tamer T.T.			
	Project Plan.docx	March 12	Esmail Tajer, Kourosh I.			
	Research Boardgames DD.pdf	March 24	Barrios Peña, Fabiana F.			
	Research on Gen-Z (Target Audience).docx	March 27	Esmail Tajer, Kourosh I.			
	Rulebook.docx	May 17	Candemir, Tamer T.T.			
	Survey insights.docx	April 14	Hersbach, Laurie L.A.M.			

For our daily communication, we used WhatsApp. Since everyone checks it regularly, it was the quickest way to share important updates, ask quick questions, send reminders, and stay in touch throughout the day. This helped us respond faster to any changes or urgent matters and kept the team connected even outside school hours.



13:54 ✓

We tried these 2 sizes a1 and a2

13:54 ✓

I think a1 is better. Also printed fabi's

13:54 ✓

Feedback Pennie josh

Think of testing and hardware requirements. Tablet?phone? Think of hardware failures. Such as iPad closes, we dont know the password, the owner is missing etc. Dont forget to test other products. At least 4. give constructive feedback. At least 1-2 people stay at our stand.

10:44 ✓

We need to have the board, money, stickers, and stamps ready for next thursday @~Laurie Hersbach @~fabi

19:08 ✓

I hope that's possible

19:09 ✓

Me and @Kourosh Esmailtajer will start coding soon once we have the prototype finalized (hopefully tomorrow)

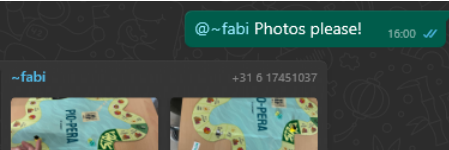
19:10 ✓

I posted the feedback from the presentation. Just letting you know

18:43 ✓

@~fabi Photos please!

16:00 ✓



## **Reflection**

Looking back, this system really improved the way we worked as a team. It kept things clear and made our communication smoother. Sharing everything openly also built trust among the team members, since we could all see what was being done and support each other when needed.

However, not every team member was familiar with Microsoft Planner, which made it harder for them to actively update the status of their tasks. This led to some gaps in tracking progress. In the future projects, we should make sure everyone feels comfortable with the tools we choose to use. The reason we chose Planner this time was to keep everything in one place, within Microsoft Teams, to make collaboration easier.