

Appropriateness (Type 2)

- **Most appropriate:** Directly message the absent team member to ask how he is and about the project
- **Least appropriate:** Inform their supervisor that there is a member who is not contributing to the project.

Worked Solutions:

First thing to do is gather information about the team member. It would be most appropriate to politely ask the team member the reason for not completing the part. He/She may have been involved in a family event, injury or problem with accessing the group chat. After gathering information about the reason for the team member's absence, the team can go on to take appropriate actions such as informing their supervisor or re-allocating the part of the group task depending on the reason.

It would be unfair to report to the supervisor directly as there could be an understandable reason for his/her lack of contribution. Re-allocating the group task may get the assignment finished in time - however, it is disregarding the chance to ask the team member the reason and giving him/her another chance to contribute in the remaining time.