

Solutions

2.1

- Who changed what and when.

2.2

- A suggestion.

2.3

- Different versions can contain conflicting changes.
- The group may lose work or waste time combining files.

3.1

- The group cannot review or improve the work during the project.
- There is little visible evidence of the person's process and contribution.
- It may create formatting or version conflicts at the deadline.
- Continuous shared work is more reliable and supports a consistent final report.

3.2

- Leave a comment explaining the evidence and use suggestion mode for the proposed wording.
- Everyone can see the reason for the change.
- The paragraph owner and group can discuss it without overwriting work.
- The final decision remains traceable in the document history.