Collaboration Tools

Company Program 2021-22

Hello achievers, below are some free multiplatform collaboration tool options that your team may want to consider incorporating. Please be advised that your advisors must approve and be included in all platforms and tools. Best of luck!

Project Platforms

Slack
- Use channels to organize spaces and projects
- Team instant messaging and file sharing
- Voice and video calls

https://slack.com/

File Sharing

Google Docs
- Collaborative file sharing
- accessible from web browser
- Export to various file formats

Dropbox
- Collaborative file sharing
- store and access files from multiple devices

https://www.dropbox.com/

Group Messaging

Whatsapp / Whatsapp Web
- Group text and messaging
- Utilizes wifi or data - no long distance or calling fees
- Document Sharing
- Group voice and video calling

Facebook Messenger
- Instant messaging
- Photo/video sharing
- Grou chats
- Video calling

Google Hangouts
- Instant messaging
- Video calls
- Video conferencing
- Screen sharing

Group Calling

Zoom
- Video and audio calling
- Messaging
- Calendar scheduling
- Screen sharing

https://zoom.us/

Webex
- Video and audio calling
- Messaging
- screen sharing

https://www.webex.com/

Google Hangouts

https://hangouts.google.com/

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Presentation platforms

Prezi
- Collaborative presentations
- Pan and zoom throughout content

https://prezi.com/

Website Building

Wix
- Intuitive web builder
- Customizable
- Drag and drop

https://www.wix.com/

White Boards

Miro
- Live visual collaboration
- Screen sharing and presentations
- video
- Chats and commenting

miro.com/

Mural
- Live visual collaboration
- sticky notes & texts
- images & GIFs
- Drawings

www.mural.co/

Google Suite

https://workspace.google.com/
Google Suite is a collection of various collaboration tools. These products are free and allow for a live collaboration with your team. In addition, all content created through Google Suite products is automatically saved and stored online -this means your projects and presentations can be accessed from any device at any time.

Google Docs
- Collaborative file sharing
- accessible from a web browser
- Export to various file formats

Google Sheets
- Collaborative spreadsheets
- Gantt charts
- budgets

Google Slides
- Collaborative slideshows
- Presentations

Google Drive
- Stream drive files directly from multiple devices
- Collaborative shared files

Google Meet
- Use channels to organize spaces and projects
- Team instant messaging and file sharing
- Voice and video calls

Team Engagement

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Below are some ideas for team engagement. Team engagement and ice breakers can develop bonds and reduce stress/tension within a group. Incorporating team engagement activities is highly encouraged!

Tips

- Encourage an icebreaker at the beginning of every meeting.
- Ensure team members participate in meetings and discussions with their camera turned "on"
- Celebrate successes (even small ones!) Utilize recognition and certificates
- Develop an employee of the week/bi-weekly/monthly
- Incorporate themes into weekly meetings
- Host game or movie nights outside of weekly meetings
- Start meeting with a fun discussion question

Icebreaker Questions

- What has been the best advice you've ever been given?
- What is the funniest/favourite thing you bought during COVID?
- What is your dream job?
- What would the title of your autobiography be?
- If you could only keep 2 apps on your phone what would they be? why?
- Are you a morning person or a night person?
- If you could be any animal what would it be?

Theme Ideas

- Under the sea
- Sports
- Candyland
- Circus
- Sci-Fi
- Futuristic
- TV Characters
- Open Mic (Show and tell/perform)

Platforms

Kahoot
https://kahoot.com/
- game based learning platform
- interactive - can be played on multiple devices

Jeopardy Labs
https://jeopardylabs.com/
- Jeopardy game generator

Opinion Stage (Trivia Generator)
https://www.opinionstage.com/
- Trivia generator
- Interactive
- multi platform use

Bingo Baker
https://bingobaker.com/
- Customizable bingo cards
- multi platform play

Skribbl
https://skribbl.io/
- multiplayer drawing and guessing game
- Draw and guess words
- multi rounds