KnowHow Workshops: Tools for effective group work

9th and 10th February 2016

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Managing tasks and time

Trello https://trello.com/
This can help you with your “to do” list. You create Boards with Trello that you can share with others.
Here is a test board that you can view https://trello.com/b/2cO6dB23/test-for-knowhow-workshop

To allow group members to edit those people must have an account and be added by the board owner

Remember the milk https://www.rememberthemilk.com/
This tool allows you to manage tasks and categorise them as “study” or “personal”. you can also share lists with your team-mates.

Communication tools

Google Hangouts https://hangouts.google.com/
Use Hangouts to create a virtual team meeting - 1:1 or up to 10 people for a group voice or video call (like Skype)

Skype http://www.skype.com/
Not just for calling home - use Skype to keep in touch when you can’t meet up in person. Skype recommend groups or up to 5 people.

Padlet http://padlet.com
Padlet is like a virtual notice board - great for sharing and collaborating on new ideas. Try it yourself on this test Padlet: http://padlet.com/emma_thompson2/KnowHow
Writing

MindMeister [https://www.mindmeister.com/](https://www.mindmeister.com/)
You can create and share up to 3 mind maps free of charge.

Google Docs [https://docs.google.com](https://docs.google.com)
Just like this document - you can adjust settings so that you can write together - the comments function is particularly useful.

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