

## Advice & tools for working as a remote team

Remote working can be challenging but it is also a really useful skill to develop and practice for the future. Below are some advice and tools which you and your team could use to help you communicate as you work on your final submission.

**Please note:** These are only suggestions which we hope are useful, but your team may already have tools and ways of working which work for them or that have to be used with the school/youth group, which is absolutely fine.

The judges will be looking for **evidence of teamwork** however, the tools you use to communication will not be assessed.

### Some remote working advice we try to follow

- 1. Agree new ways of working:** Part of establishing new ways of working will be agreeing the communication tools that work for your team, whether it's Microsoft Teams, Slack, WhatsApp or any other tools, make sure everyone has access and knows which tools to use and when.
- 2. Regular communication is important:** It's crucial to keep talking to one another when working on a project. For example, we recommend organising a weekly chat where everyone answers these three questions and discusses progress:
  - What did I work on last time?
  - What am I working on this week?
  - What am I stuck on/what do I need help with?
- 3. Write up what is agreed:** If you have a team call, make sure someone in the team is making notes as you go along (take it in turn for each call) and share these with the whole team afterwards. This helps you keep track of who is doing what and enables anyone who can't make the meeting to stay up to date.
- 4. Video calls can be helpful but you don't have to use them all the time:** Video calls can be really useful and it is nice to see team members, however it can be tiring to have lots of video calls. Other forms of communications like IM, email or regular phone calls can still be effective.
- 5. Always give each other the benefit of the doubt:** Without being able to see or hear someone's tone of voice/body language, it can be easy to interpret messages as having a different intention than what was meant - try to always assume someone has good intentions.
- 6. Do something fun as a team:** Try to organise a regular team catch up where you don't just talk about the project. A virtual quiz can be a lot of fun!





## Some of the remote working tools we like!

Below are some of the tools we like to use but these are only suggestions, each team will have their own ways of working. The judges want to understand how you have collaborated but will not assess teams on the specific tools they use.

### Communication and collaboration:

- [Microsoft Teams](#)
- [G Suite](#) - we use G Suite which works well for us, especially for when we need to collaborate on document.

### Instant messaging:

- [WhatsApp](#)
- [Telegram](#)
- [Slack](#) - we love Slack as a team as we find it helpful for asking each other quick questions which the whole team can see the answer to.

### Video conferencing:

- [Zoom](#) - we use Zoom for video conferencing and have found the quality of the video/sound to be consistent.
- [Skype](#)

### Productivity support:

- [FocusMate](#)
- [Plantie](#) - a really useful time management tool to help you focus on tasks and take regular breaks.

### Project management:

- [Basecamp](#)
- [Trello](#) - we have multiple project trello boards and find it can be good to help us keep us on track.
- [Evernote](#)
- [Loom](#)
- [Miro](#) - we haven't used this yet but thought it looked awesome and could be useful for a creative session.

### Surveys:

- [Survey monkey](#)
- [Google forms](#)

### File hosting

- [Dropbox](#)
- [WeTransfer](#) - we find WeTransfer especially helpful when we need to share large files, such as videos, with each other.

### Education support

- [Seesaw](#)
- [Google classroom](#)

