**Team Collaboration Tools**

This document details common team collaboration tools. To encourage adoption, teams should first discuss what type of tools they need as a group and then aim to adopt just one or two tools. Please note that teams are encouraged to use products already [licensed by Duke](https://oit.duke.edu/what-we-do?f%5B0%5D=type%3Aapplication) or available for free. Currently, all products requiring purchase must first be approved by Duke OIT using the following request form: [IT Procurement Form](https://urldefense.com/v3/__https%3A/t.e2ma.net/click/zi4uef/ffo0au/7sh2vcb__;!!OToaGQ!560bEzozqPAxXey-jdqKVpB7geU4IGGCZR5122JvTnD4zo0e8m46SFcylYiBrV18rsg$). More information can be found on the OIT website: [IT Procurement website](https://urldefense.com/v3/__https%3A/t.e2ma.net/click/zi4uef/ffo0au/nli2vcb__;!!OToaGQ!560bEzozqPAxXey-jdqKVpB7geU4IGGCZR5122JvTnD4zo0e8m46SFcylYiBn4-qQN4$).

|  |  |
| --- | --- |
| **Technology** | **Description** |
| **Communication** |
| [Sympa Listserve](https://lists.duke.edu/sympa)*Duke licensed product* | Create and manage list serves for your team. |
| [Microsoft Teams](https://oit.duke.edu/what-we-do/applications/office-365-microsoft-teams)*Duke licensed product* | Team collaboration space that includes tools for file management and editing as well as video calls and text chats. |
| [Slack](https://slack.com/) | Email alternative that allows users to create workgroups, chat rooms, and keeps everything in one place. Limited version is available for free. |
| [Jabber](https://oit.duke.edu/what-we-do/applications/jabber)*Duke licensed product* | Available through Duke, this software combines instant messaging and video conferencing. |
| [Zoom](https://duke.zoom.us/)*Duke licensed product* | Video conferencing program with recording. |
| [Skype](https://www.skype.com/en/) | Video conferencing and text chat program. Most uses are free. |
| **File Sharing and Management** |
| [Box](https://box.duke.edu/)*Duke licensed product* | Allows for asynchronous file sharing. If a project folder is created through Duke toolkits, storage is unlimited.  |
| [Google Docs](http://docs.google.com/) | Free platform for file sharing and synchronous editing.  |
| [Zotero](https://www.zotero.org/) | Free file sharing application specifically for research applications. It incorporates a built-in function to write metadata for all files. |
| [GitLab](https://oit.duke.edu/what-we-do/applications/gitlab)*Duke licensed product* | A platform commonly used by teams collaborating on coding applications. GitLab is a code repository and version control tool for developers. App and site developers can collaborate and review code with teammates to complete projects. |
| [Open Science Framework](https://osf.io/)*Duke licensed product* | File management system designed for researchers. |
| [Duke Wiki](https://oit.duke.edu/what-we-do/applications/duke-wiki)*Duke licensed product* | Duke Wiki lets groups at Duke share information and collaborate online easily. |
| **Project Management and Collaboration Spaces** |
| [Asana](https://asana.com/) | A collaborative project management tool to track task lists, who is assigned each task, and when it is expected to be completed. Free version limits individual file sizes and is limited to 15 team members. |
| [Trello](https://trello.com/) | A collaborative project management tool to track task lists, who is assigned each task, and when it is expected to be completed. Based on kanban board format. Free version limits individual file size and number of team boards. |
| [Airtable](https://airtable.com/) | Task management software. Free version has limits on file sizes and how long records are kept. |
| [MeisterTask Pro](https://software.duke.edu/node/456)*Duke licensed product* | Task management software. Free version has limits on number of projects and file size. |
| **Other** |
| [Sites@Duke](https://sites.duke.edu/)*Duke licensed product* | Create and host a website for free via Duke.  |
| [Sakai](file:///%5C%5Ccx4-fe-nas01.oit.duke.edu%5CPROVOSTFS%5CInterdisciplinaryStudies%5CInterdisciplinary-UNITS%5CBass%20Connections%5CPolicies%20and%20Resources%5COnline%20platforms%20for%20teams%5Csakai.duke.edu)*Duke licensed product* | Learning management system supported by Duke. Traditionally used for courses, but can help team leaders who want one platform for posting announcements, sharing resources and files (including video), hosting discussion forums, and organizing tasks or assignments. |
| [Doodle](http://doodle.com/) | Free scheduling software with poll-based format. |
| [When2Meet](https://www.when2meet.com/) | Free scheduling software that allows students to select blocks of time free on a weekly calendar. |
| [Qualtrics](https://oit.duke.edu/what-we-do/applications/qualtrics)*Duke licensed product* | Survey software supported by Duke. |
| [Duke Kits](https://keepteaching.duke.edu/files/2020/05/Kits_Quick_Start.pdf)*Duke licensed product* | Allows team leaders to organize a list of online tools used by the team. |
| [Warpwire](https://oit.duke.edu/what-we-do/applications/warpwire)*Duke licensed product* | Upload and share videos with anyone with a Duke NetID. |