[Best Practice] Practical collaboration tools for the coronavirus response

Here are some great collaboration tools to continue working with your teams remotely despite the coronavirus pandemic:

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| **Name of Tool / Software**  | **Description** | **Link**  |
| Asana | Project / Task Management  | [www.asana.com](http://www.asana.com)  |
| Google Hangout Meet (G-Suite) | Video meetings and video conferences  | <https://gsuite.google.com/intl/en/products/meet/> |
| Google Drive and Documents (G-Suite) | Cloud-based file storage, sharing and document creation (Google Docs, Sheets and Slides are very similar to Microsoft Word, Excel and PowerPoint) | <https://gsuite.google.com/>  |
| Microsoft Teams (Microsoft365) | Communication and collaboration platform that combines workplace chat, video meetings, file storage, and application integration. | <https://products.office.com/en-us/microsoft-teams/group-chat-software> |
| GoToMeeting / GoToWebinar  | Online Meeting and Webinars  | <https://www.gotomeeting.com/work-remote> |
| Team viewer | Application for remote control, desktop sharing, online meetings, web conferencing and file transfer between computers. | <https://www.teamviewer.com/> |
| Zoom | Video conferencing, online meetings, chat, and mobile collaboration. | [www.zoom.com](http://www.zoom.com)  |