

PGS Software

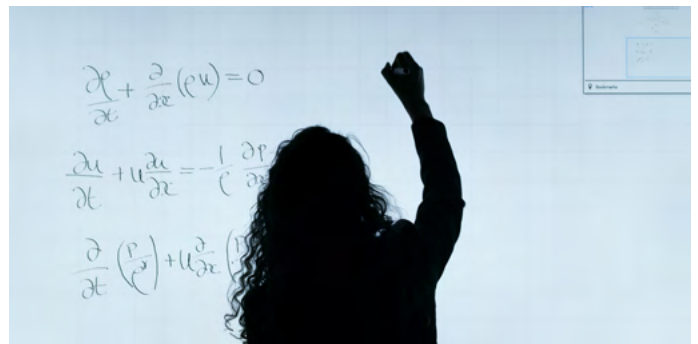
Remote Workshop

2 – 3

Tools and other important things

Tools for parallel operations and cooperation:

- Miro (preferred)
- GoogleDocs
- SharePoint (Word, Excel, PowerPoint)
- Confluence Cloud
- Screen sharing with a person making notes (not recommended, to be used as a last resort).

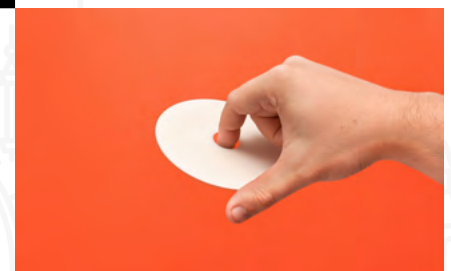


Audio and video tools:

- MS Teams (preferred)
- Slack
- Google Hangout
- Zoom.us
- Skype

File transfer:

- SharePoint (preferred but PAY ATTENTION TO links' time limit and permissions)
- OneDrive, Dropbox, Google Drive
- MS Teams, Google Hangout Slack, Skype (sending light files in chat).



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Tools and other important things

Keep an eye on the clock:

- Watch
- Timer in cell phone
- Timer in Miro
(available only in the paid package).



During the workshop moderators should have within reach:

- Sticky notes to make ad hoc notes and stick them to a computer, monitor, desk,
- Sheets of papers if sticky notes are not available,
- At least two pens.

During the workshop all participants should have within reach:

- Two pens and a sheet of paper to make notes offline,
- A beverage and a snack,
- Extra batteries for the mouse/headphones,
- Additional headphones or a wire,
- A sweatshirt in case you get cold.



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