Tools for group work

Tool	Considerations
Slack	Slack is a purpose built tool for collaborative project and teamwork. There is a website, a desktop app and mobile applications so you can sync all your content across every platform you use. As well as a place for group chat, it allows you to connect to your other apps such as Google Drive for easy file sharing.
Google Drive	Google Drive is a free cloud storage space you can get with any Gmail email address. The Google Suite also has a range of apps such as spreadsheet, document, and presentation tools. The benefit of using these is that multiple people can edit documents at the same time. It saves all changes as they are made, and allows you to easily see changes made by others.
Asana	Asana is a purpose made product for teamwork/ task management. It has the functionality for dashboards, conversations, and attachments. . It also has a range of ready-made project templates for you to use.
Trello	Trello is a task management tool where you create boards lists and note cards for managing progress and actions. You can create a board for your group and then create lists for each person or section of the project. Your lists would consist of note cards, which are best used for each task. Note cards can have tags, due dates and attachments. A useful feature is that you can make comments on each other's cards to ask questions or assign tasks. However, there is a 10mb limit on the size of attachments so you would likely need to use another tool to store the documents you are working on.
Evernote	Evernote is a note-making tool, which allows you to create and share notes or notebooks with others. It has a website, a desktop app and mobile application so you can sync all your content across every platform you use. Evernote is most useful for organising thoughts, creating to do lists and logging actions. Notes can be organised by using a tag system so they can be found and cross-referenced easily. Some of the benefits of Evernote are that it has built in tools to annotate PDFs too. You can put any kind of media in a note including saving whole webpages in an editable format or as an image. However, there are limitations in using it to share and edit large files.