Cloud Solutions For Dispersed Teams

EXERCISES

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Exercise 1: Sharing files with Google Drive

This exercise must be performed by a group of 2.

You need to work on a document in parallel with a colleague. Follow the steps below to start working with Google Drive.

First you need to create a google account (if you don't have one)

Step 1: Go to drive.google.com

On your computer, go to drive.google.com. You'll see "My Drive".

Step 2: Upload or create files

You can upload files from your computer or create files in Google Drive. At the top left, click **New** > **File Upload**

Find a word documents you need to upload and click Open

Step 3: Share your file with your colleague

You can share files or folders, so other people can view, edit, or comment on them.

Click the file you want to share.

Click Share and type the email of the 2nd person in your team

Exercise 2: Collaborating on a Word Document

This exercise must be performed by a group of 2.

Now, you need to start working on the document.

1st Person

1. Select My Drive and find the document you shared
2. Double click to open it.
3. Start working on the document

2nd Person

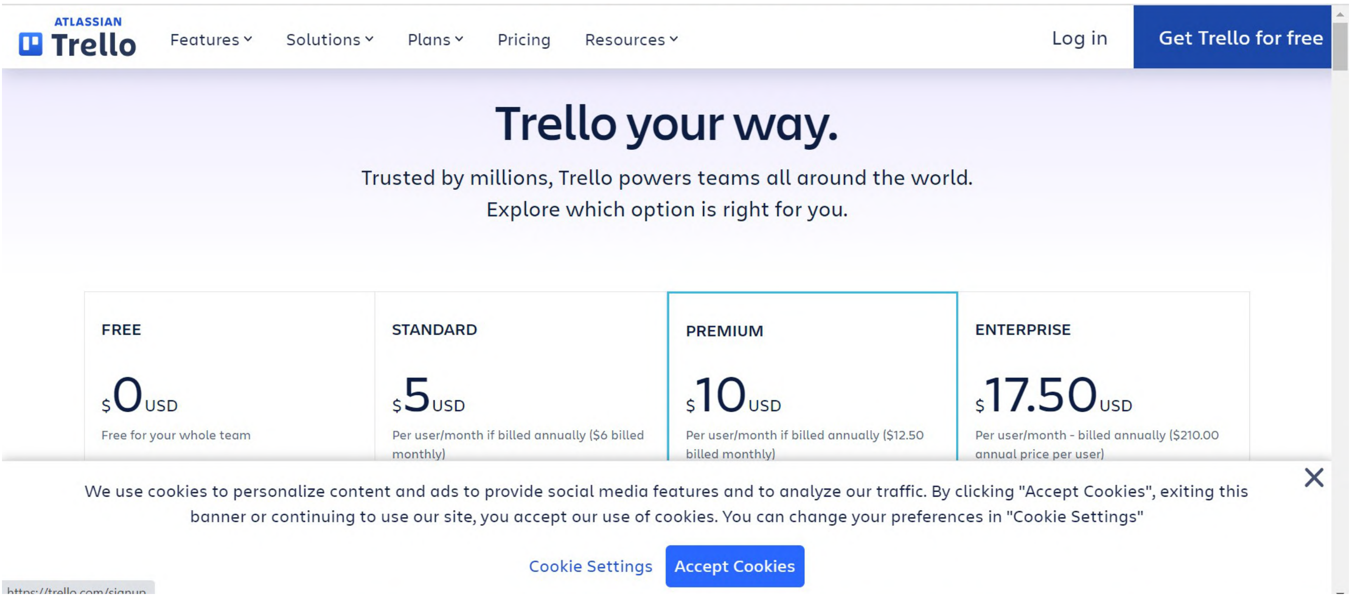
1. Select **Shared with me** and find the document your team mate shared with you
2. Double click to open it.
3. Start working on the document

Note that at the top bar your initials and your team mate's initials are shown which indicates that 2 people are now working on the same document

Exercise 3: Project Management With Trello

Step 1: Create an account in Trello

- Open your browser and type trello.com



- On the top right corner click on Get Trello for free
- Type your email and click continue
- Follow the instructions in the screen to prove you are not a robot

Step 2: Create a Board in Trello

Take the following steps to create a board, as nothing happens without a board in Trello.

- Under the Personal Boards tab, click the Create new board option.
- Name the board. You can choose a background pattern or color that can be altered later.

You can choose which team you would like to give access to a board if you have multiple teams.

Step 3: Create a Team

You need to set up a team for professional purposes.

- Click on the option: "Create a team."
- You must provide a team name, describe its type, and include a brief description. Then click on 'Continue', and the option to invite team members will appear.
- Enter the email IDs of your team members and click the send invitation button. They will receive an invite to join Trello.

Step 4: Create Lists in Trello

You create lists as per your requirement. For instance, you can have three lists: To Do, In Progress, and Done. You can also have a list for each member of your team. The steps to create a list are as follows:

- Open the board to create a new list. Below the name of the board, click Add a list option.
- Name your list and then click Add List.
- Right below your list, you will find an option to add a card.

Step 5: Create Cards in Trello

- Click the Add a card option present below the list name.
- Enter a title for the card and click Add Card.

Clicking on a card, you can add a description/comment for your team members. You can also add labels, checklists, and attachments from the same screen.

Step 6: Assigning Cards and Giving Due Dates

You can add members and due dates to Trello cards. When working with a team, it helps you to know who's working on a task. Due dates help in keeping track of when tasks need to be done.

You can assign a person to a card and keep a check on who a task has been assigned. You can also add multiple members to a card to ensure that all get updates on a specific task. The steps to add someone to a card are as follows:

- Click on the card to which you have to assign members.
- Click the Members option present on the right.
- Search for people on your team, and click the names to add them.

Next, to add due dates, follow these steps:

- Click on the card to which you have to add a due date.
- Click the Due Date option from the list on the right.
- Select a due date from the calendar. You can add a time and then click Save.
- Due dates less than 24 hours away get a yellow label, while cards that are past due show up in red.

Step 7: Add Labels to Cards

Trello allows you to add coloured labels to cards to identify the task type or the group it belongs to. You can also add multiple labels to a single card. The steps to add labels to a card are as follows:

- Click on the card to which you have to add a label.
- Click the Labels option present on the right.
- Select a label from your list. It displays several pre-chosen colors. Clicking on the edit icon allows you to add a label.

Exercise 4: Monitoring Tasks in Trello

1. Click on a Card that you are assigned to in Trello
2. Mark a task as complete
3. Check with your team mate to see how he/she is viewing the completed task

Watch the video for more

https://www.youtube.com/watch?v=geRKHFzTxNY

WELL DONE!

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