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PASSION FOR INNOVATION

Applied Data Science Project

Politecnico di Torino

L16 – Team Communication

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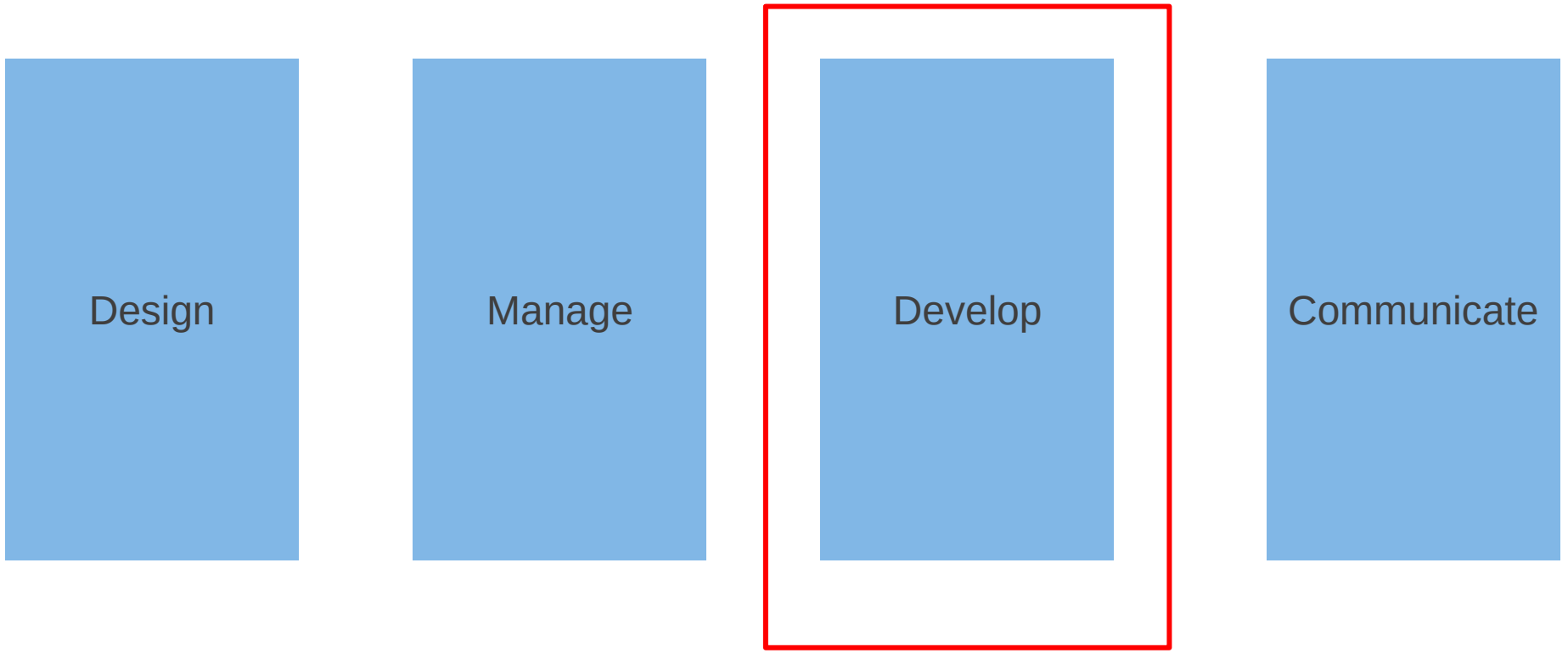
Turin, October 13, 2022

ellis
European Laboratory for Learning and Intelligent Systems

Pillars



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Communication with project members

- Centralize communication and reduce the number of emails exchanged
- Keep all team involved in the project
- Raise awareness on the choices
- Help to develop a team vision, all members are a part of a team

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Slack

https://slack.com

An application where to communicate in a workspace with team members. Available on different systems and offers integration with other apps (such as Google Drive, Asana)
It is accessible with a freemium license (if you need premium features, then you pay)

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Workspace

A communication workspace for the entire team involved in the project

For instance, for this training project “Applied Data Science Project”, we have the workspace adsp-polito.slack.com where teachers, teaching assistants and students communicate

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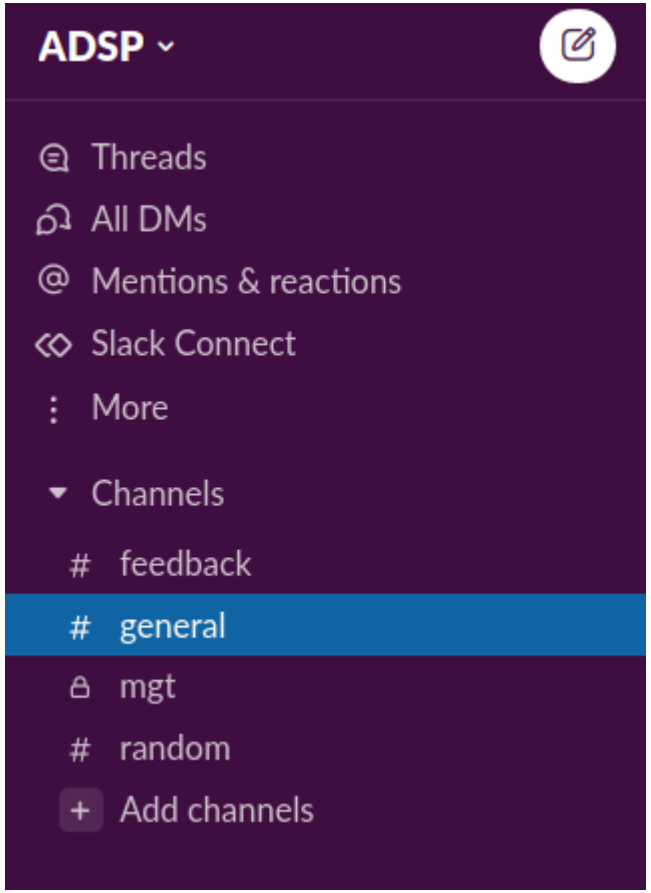
Channels

Organize your team discussions in channels

Usually, one channel per activity

Public channels (#) help to have a transparent management and project execution -> majority of the channels

Sensitive information (🔒) are shared among a selected list of team members -> a few of the channels



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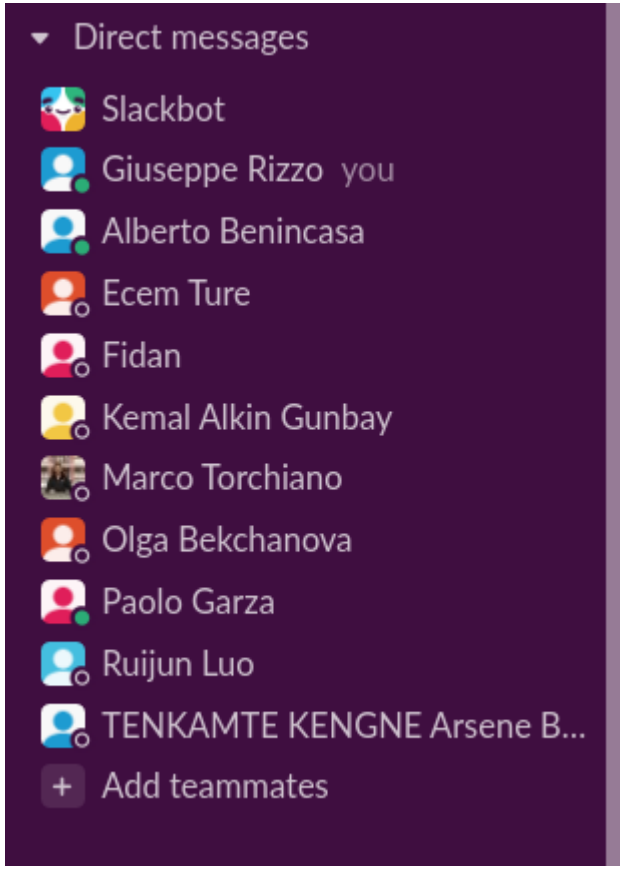
Direct messages

Instant messaging with team members

Address tasks where people involved in a conversation are involved

Even though they can be created direct messages with multiple people, this is discouraged in favor of private channels, if necessary, otherwise public



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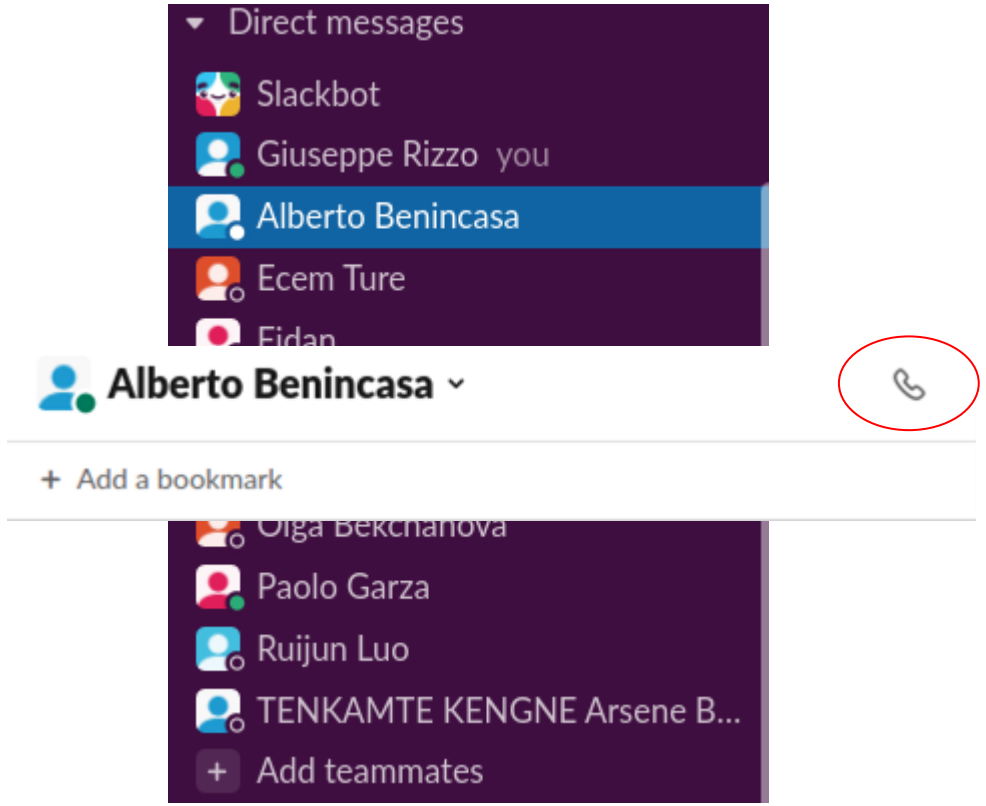
Direct messages or integrated calls

Click on the mate’s name under direct messages

Either type a message or do a call



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Search

When channels have numerous interactions and posts

Search is at the workspace level up to the access rules for channels of whom performs the search

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Reaction to a message

Creation of a thread discussion

Reaction with emoticons

Pinning of a message for further indexing

Sharing of a message

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Notification

Fine grained notification configuration

- device (desktop app, web app, mobile app)
- channel(s) / direct message

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Drop a file

Ease file sharing by dropping a file or sharing a link to a collaborative document

Though it cannot substitute a repository, it is a quick and dirty way of sharing materials

Depending where a file is shared -- public channel, private channel, direct message -- it inherits the access list

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Integration

Google Drive
Get notifications about Google Drive files within Slack
Add

Trello
Collaborate on Trello projects without leaving Slack.
Add

Zoom
Easily start a Zoom video meeting directly from Slack.
Add

Google Calendar
See your schedule, respond to invites, and get event updates.
Add

Twitter
Bring tweets into Slack.

Simple Poll
Create simple polls and surveys in

Standup.ly
Standup Bot #1: Surveys & Polls via

Jira Cloud
Official app by Atlassian.

Numerous apps can be integrated

Outlook Calendar
Sync your status, respond to invites, and see your schedule.
Add

Polly
Instant engagement through polls, surveys, standups and trivia 📊
Add

OneDrive and SharePoint
Search, share and preview your OneDrive & SharePoint Online file...
Add

Dropbox
Connect Dropbox to your Slack workspace to easily share content...
Add

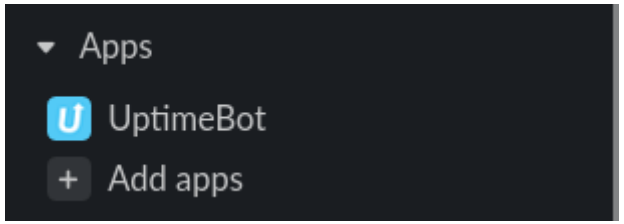
Slack for Gmail
Send emails into Slack to discuss them with your teammates.
Add

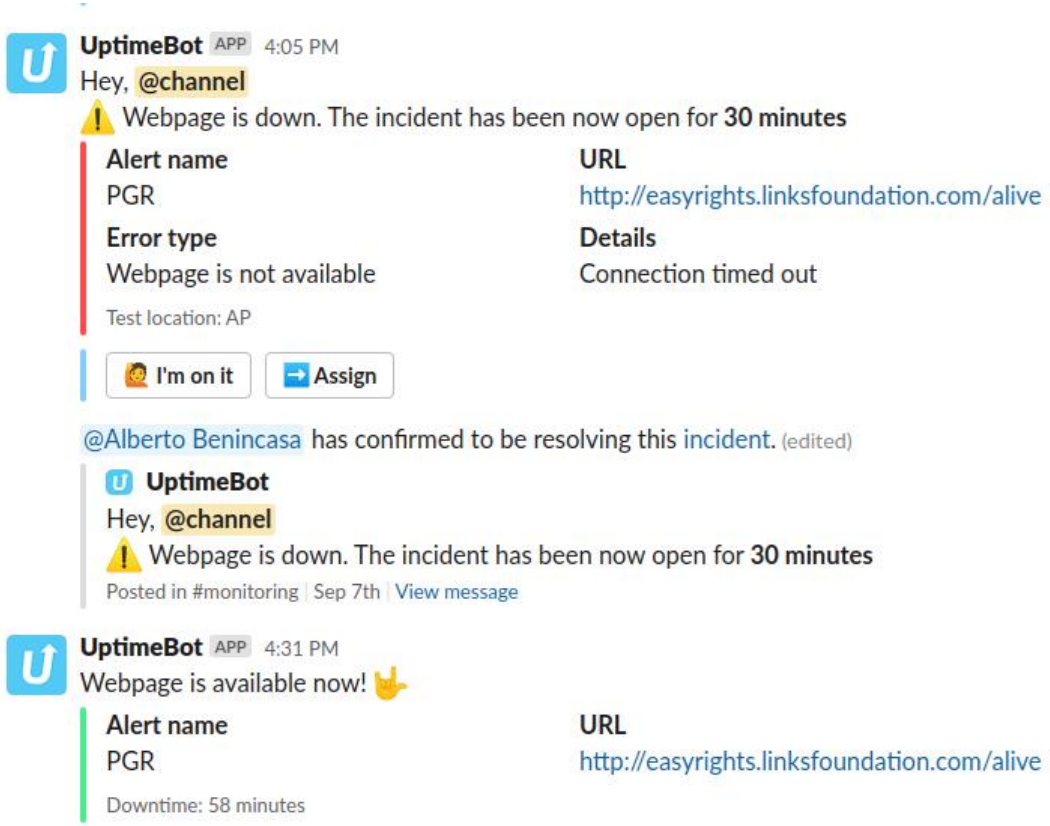
Asana
Move work forward.
Add

Cisco Webex Meetings
Start, schedule or join Webex video meetings from Slack.
Add

Box File Picker
Securely store, share, and manage all your files
Add

Integration example





It monitors the uptime of web services or applications performing timely queries

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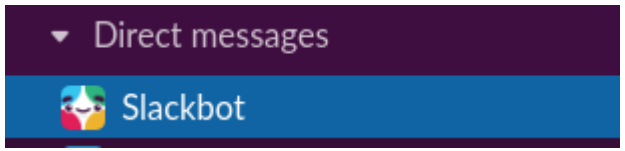
Personal assistant



Hello! Slackbot here.
I'm a simple bot, who can do one or two things (mostly nudges and reminders, really). If you're looking for help, check out our Help Center.

Monday, September 13th

Slackbot 2:59 PM
@Paolo Garza just sent their first message to a channel you're in. 🎉 Help keep the conversation going!

Paolo Garza
Domanda di servizio (non so se è veramente il posto giusto ma ci provo lo stesso).
Sep 13th

Reply in #mgt | Send a Direct Message | Don't Show Me Again

Tuesday, September 28th

Slackbot 11:56 AM
@Luca Colomba just sent their first message to a channel you're in. 🎉 Help keep the conversation going!

Luca Colomba
Vista la forte presenza (almeno per questa prima lezione, poi bisognera' vedere come evolvera' la situazione) di studenti in VC, poi per i laboratori a questo punto conviene aprire comunque la VC e cercare di monitorare sia le domande in aula che le possibili domande via chat? Chiedo perche' per un altro corso, il cui lab e' diviso in due squadre, abbiamo scelto di tenere la VC attiva solo per uno dei due gruppi.
Sep 28th

Reply in #mgt | Send a Direct Message | Don't Show Me Again

it reminds on actions happening in the workspace and it can be queried for questions such as "How can I add a guest account" and …. often it answers :)

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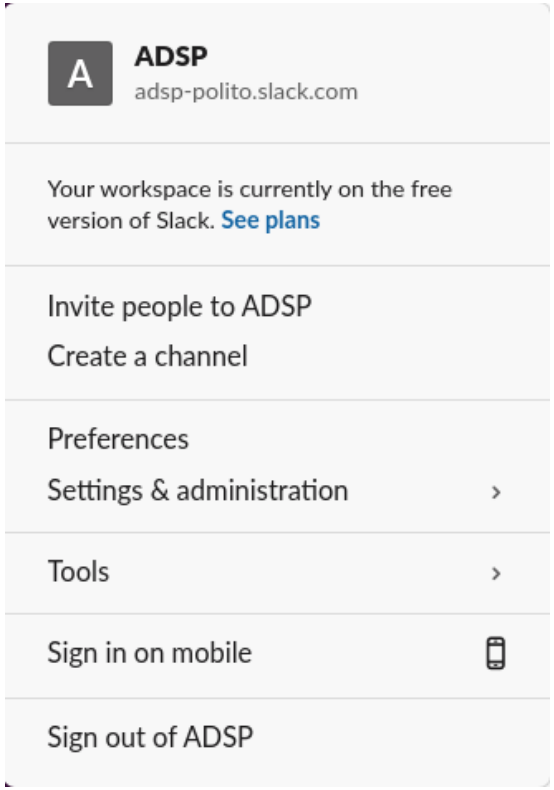
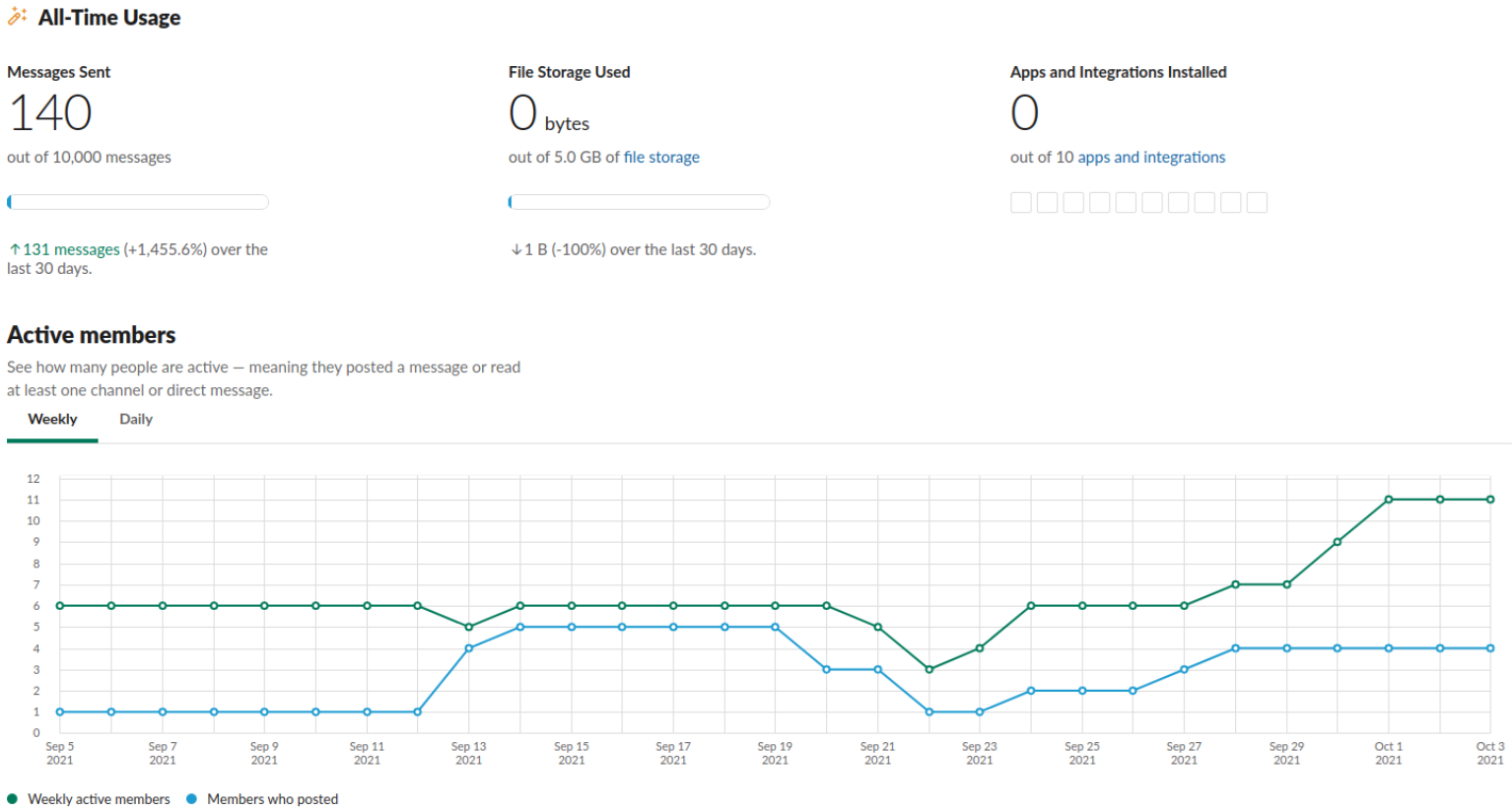
Statistics





Tools -> Analytics it summarizes the activity in the workspace

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Thank you for your attention.

Questions?

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