

Collaboration tools

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Guidelines and methods to share in the project on resistant bacteria. We need to share methods, data and results, measuring the impact of what we do. The collaboration uses these tools.

1. Teammembers, story-ideas, sources, overview of data in the different countries, stories (impact) and results are shared in Google Spreadsheets.
2. **Emails and collaboration:** We use Google Group.
3. **Upload of data:** We use Google Drive – divided on countries. Be sure to get it to work offline.
4. **Overall open project website:** We will start developing it with Investigative News Network using Largo for WordPress .
5. **Your own project-administration:** We have access to use [Timeliner](#). It's only in German right now. But it is a method to structure your research.
6. **Embed documents in stories:** You can use [DocumentCloud](#), [Overviewproject](#) or whatever you like.

Google Groups:

<https://groups.google.com/forum/#!overview>

<http://learn.googleapps.com/groups/groups-how>

Other tools: like DropBox or Bitbucket / GitHub (for code).

Management tools: like [Asana](#). Mar use this for managing her team across borders and it's great. Others are: [Trello](#), [Basecamp](#) and [Slack](#) (this is more for chatting).

More complex collaboration tools that one can implement with the help of a programmer -- and if you want to go an extra step in being more secure. For example ICIJ use open-source [Oxwall](#) as a social network, used open source forums like [Vanilla](#) or [FudForum](#), used [Own Cloud](#) as a substitute to DropBox and use [JIRA](#) as a team management tool (which integrates with Bitbucket).