

Presentation from

LACASIST & LA-UX presents: "Collaborative Tools: Best Practices and New Trends"

UCLA Law School - November 19, 2009

<http://lacasist.org/event/2009/collaborative-tools-best-practices-and-new-trends>

# Collaboration in the Clouds

John Khuu

Grace Lau

# Agenda

- Why collaborate online?
- Communication tools
- Collaborative management tools

# Why online collaborative tools?

- More and more data is being pushed to the Web

● Geographically -  
Thinking out of the cube:



- Online collaboration means: portability, convenience, archiving and versioning, encourage participation
- Usually OS platform-independent

# Examples of Online Collaboration

- Group and project management
- Conducting meetings / brainstorming
- Event planning (trips, major events)
- Mashups: Wikis + maps
  
- And much more...

# Communication Tools

Electronic communication tools send messages, files, data, or documents between people and hence facilitate the sharing of information. Examples include:

- synchronous conferencing
- e-mail
- faxing
- voice mail
- Wikis
- Web publishing
- revision control



# lacasist-board

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## Home

New since last time: **7 messages**

[Usage Policy](#)

Use this Google group for discussion and current year documentation. Meeting agendas should be moved to the Drupal wiki site for archival purposes once approved.

Don't hesitate to edit this welcome message.

[\[edit welcome message\]](#)

**Discussions** 7 of 204 messages [view all »](#)

[+ new post](#)

[\[LACASIST\] Re: Collab Tool Update](#)

By John Khuu - 10:36pm - 4 authors - 7 replies

[Recorder for tomorrow's program](#)

By Grace Lau - 6:01pm - 1 author - 0 replies

[\[LACASIST\] Fwd: Welcome to the "Lacasis-!" mailing list](#)

By Wallace, Amy - 5:19pm - 2 authors - 1 reply

[\[LACASIST\] Anyone get the welcome message from LACAIS-!?](#)

By Grace Lau - 10:47am - 2 authors - 1 reply

[\[LACASIST\] Shutdown old LACASIST list or announce shutdown first?](#)

By Christina Salazar - Nov 17 - 4 authors - 4 replies

[LACASIST Documents](#)

By lau...@gmail.com - Nov 17 - 1 author - 0 replies

[\[LACASIST\] Busy Week for LACASIST --- Continues](#)

By UCLAGovInfo Librarian - Nov 16 - 2 authors - 1 reply

**Pages** 2 of 14 pages [view all »](#)

[+ add page](#)

[LACASIST Online Accounts](#)

Last updated by Grace L. - Nov 16 - 1 author - 1 page long

[Website Bugs and Things to Do](#)

Last updated by Grace L. - Nov 11 - 1 author - 1 page long

**Files** 1 of 5 files [view all »](#)

[+ upload file](#)

[Board Meeting Minutes 20091107.pdf](#)

Last updated by Sarah - Nov 13

**Members** 19 members [view all »](#)

[+ invite members](#)

**Amy**  
Member

**Bo-Gay Salvador**  
Member

**Christina Salazar**  
Member

**Claude Zachary**  
Member

**czachary**  
Member

**Grace L. (you)**  
Group owner

[Tune your group's settings](#)



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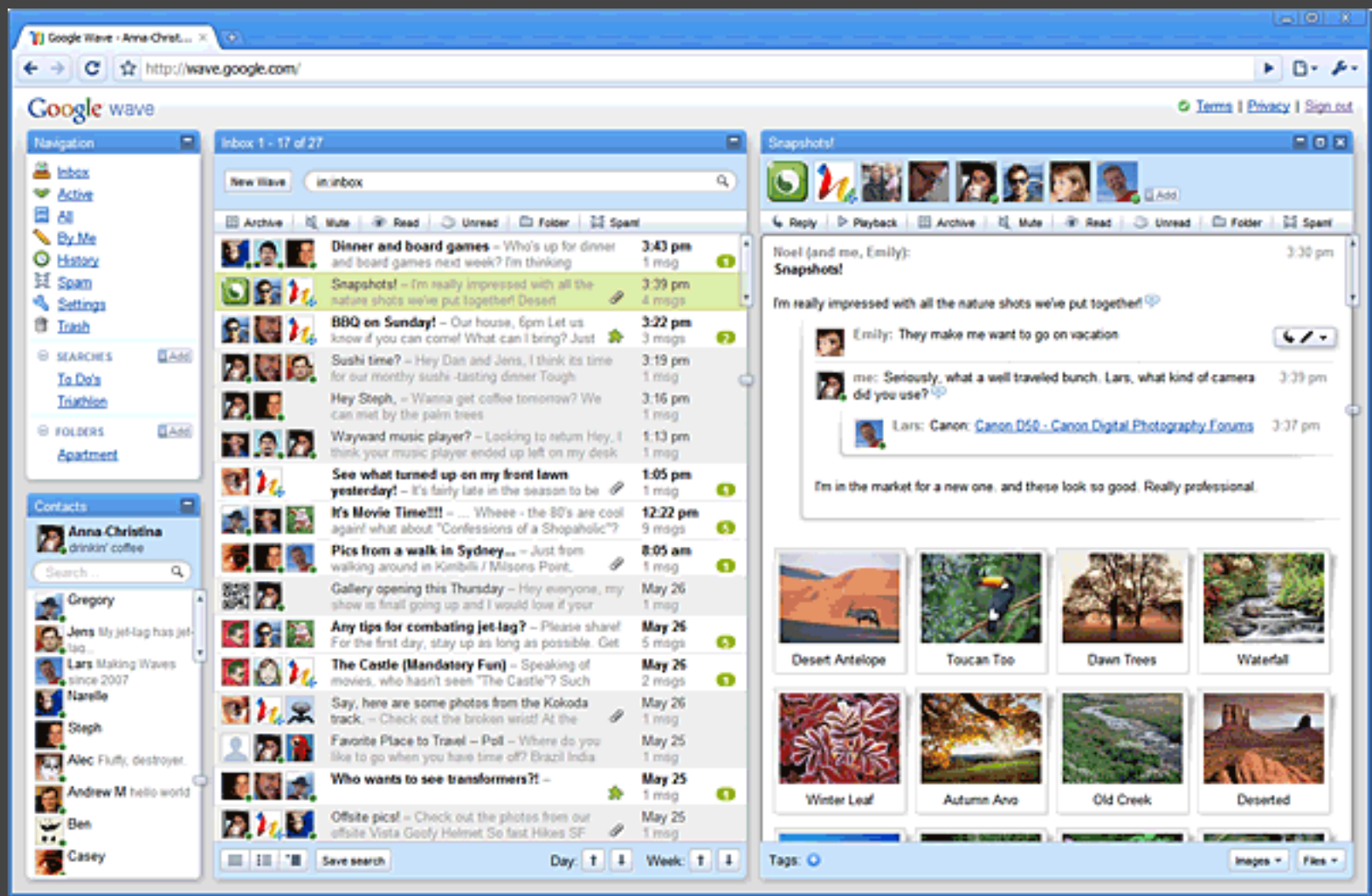
### Group info

**Members:** 19

**Group categories:** *Not categorized*

[add a category](#)

[More group info »](#)



Google Wave (wave.google.com)

# Conferencing tools

Electronic conferencing tools facilitate the sharing of information, but in a more interactive way. Examples include:

- Internet forums
- Online chat
- Instant Messaging
- Videoconferencing
- Application sharing



Martin\_Dougiamas



Jean-Marc\_Loisil



Shane



Mark\_Burnet



Mike\_Churchward



Bryan\_Williams



Roqinski Louis



Skype



Upload

Screen

Whiteboard

00 : 44 : 31

Chat with All

Participants (2)

- rafe
- raferx2

Invite

Manage

Show Items (3)

- Desktop
- Whiteboard
- AtWork-RN.ppt

Manage

rafe (Video Broadcaster)

Live



Hands Free

Talk



PowerPoint | PDF

Assistant | [Test Audio & Video](#) | [Full Screen](#)



### Small Business Buyer Challenges

- No dedicated IT management
- Decision makers play multiple roles
  - Extremely busy and inundated with tons of information daily
  - Too many competing demands to sort through all of it
- Overwhelmed by the number of IT options/solutions and confusing tech jargon
- Extremely price and value sensitive—they can't afford to make the wrong decision

70% of Small Businesses with less than 100 employees have no internal IT staff!

Sharing::7/20

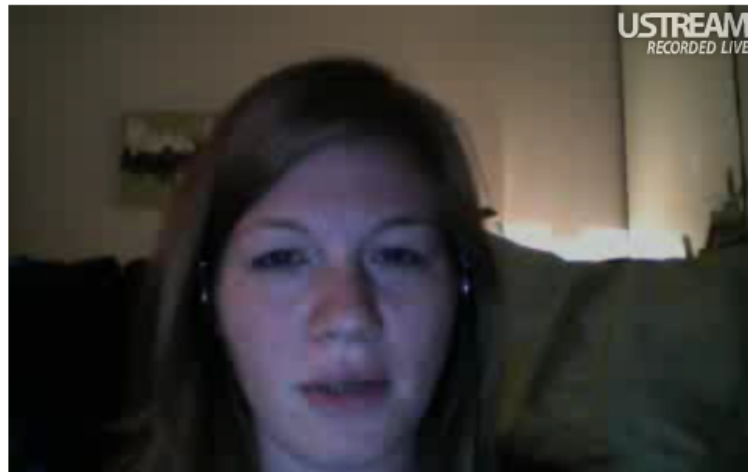


Welcome to your Web Meeting.  
 raferx2 has joined the meeting.  
**raferx2:** wait, what?  
**me:** This is our plan for the new section  
**raferx2:** Oh right

Watch Ustream from your iPhone! Anywhere, anytime. Download Now!

### Whit Hour - Week 6

Go to show page



**whitneyhess**  
September 20, 2009  
59:34

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Free Car Price Quotes. Find a Stream Dealer Near You.  
[www.insideline.com](http://www.insideline.com)

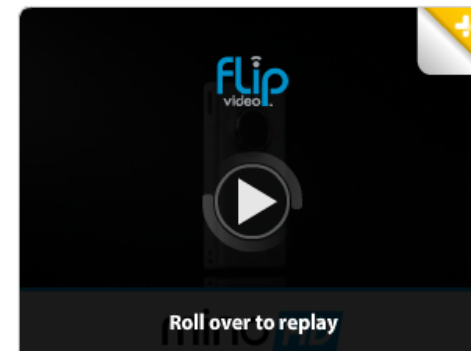


★★★★★ Not rated yet. 19 views

You must be logged in to rate this video.

Highlight Flag Share on [facebook](#) 0 Retweet

Leave a comment...



# Collaborative Management Tools

Collaborative management tools facilitate and manage group activities. Examples include:

- electronic calendars
- project management systems
- workflow systems
- knowledge management systems
- collaborative bookmarking
- social software systems
- online spreadsheets

























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Search the web, organized by topic or category
-  [Earth](#)  
Explore the world from your computer
-  [Finance](#)  
Business info, news, and interactive charts
-  [GOOG-411](#)  
Find and connect with businesses from your phone, for free
-  [Google Health](#)  
Organize your medical records online
-  [iGoogle](#)  
Add news, games and more to the Google homepage
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Search for images on the web
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Search the full text of US Patents
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Search scholarly papers
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Add a search box to your browser
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Search for videos on the web
-  [Web Search](#)  
Search billions of web pages




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-  [Code](#)  
Developer tools, APIs and resources
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Explore Google's technology playground

### Communicate, show & share

-  [Blogger](#)  
Share your life online with a blog – it's fast, easy, and free
-  [Calendar](#)  
Organize your schedule and share events with friends
-  [Docs](#)  
Create and share your online documents, presentations, and spreadsheets
-  [Gmail](#)  
Fast, searchable email with less spam
-  [Groups](#)  
Create mailing lists and discussion groups
-  [Knol](#)  
Share what you know
-  [Orkut](#)  
Meet new people and stay in touch with friends
-  [Picasa](#)  
Find, edit and share your photos
-  [Reader](#)  
Get all your blogs and news feeds fast
-  [Sites](#)  
Create websites and secure group wikis
-  [SketchUp](#)  
Build 3D models quickly and easily
-  [Talk](#)  
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-  [Translate](#)  
View web pages in other languages
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Watch, upload and share videos

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-  [Mobile](#)  
Get Google products on your mobile phone
-  [Maps for mobile](#)  
View maps, your location and get directions on your phone
-  [Search for mobile](#)  
Search Google wherever you are

### Make your computer work better

-  [Pack](#)  
A free collection of essential software

# Google Apps

Google maps

Search Maps

[Show search options](#)

Find businesses, addresses and places of interest.

[Get Directions](#) [My Maps](#)

[RSS](#) [View in Google Earth](#) [Print](#) [Send](#) [Link](#)

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### Thanksgiving in Chicago & Champaign 2009

Weeklong trip to sightsee in Chicago, Champaign, and Urbana, IL

25 views - Unlisted

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By [unpoete](#) - 2 Collaborators

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[Greyhound Bus Lines \[Champaign\]](#)



[GSLIS Building \[Urbana\]](#)



[Undergraduate Library \[Urbana\]](#)



[Urbana Free Library \[Urbana\]](#)

Maybe we'll see Dunkelberger!



[Champaign Public Library \[Champaign\]](#)



[Hostelling Intl. Chicago \[Chicago\]](#)

Hostelling International - Chicago



[Chicago O'Hare International Airport \[Chicago\]](#)



[Greyhound Bus Lines: Harrison location \[Chicago\]](#)

Designated location for Chicago stop



[Chicago Public Library - Harold Washington](#)

Central library location



[Chicago Theater \[Chicago\]](#)



[The Art Institute of Chicago \[Chicago\]](#)



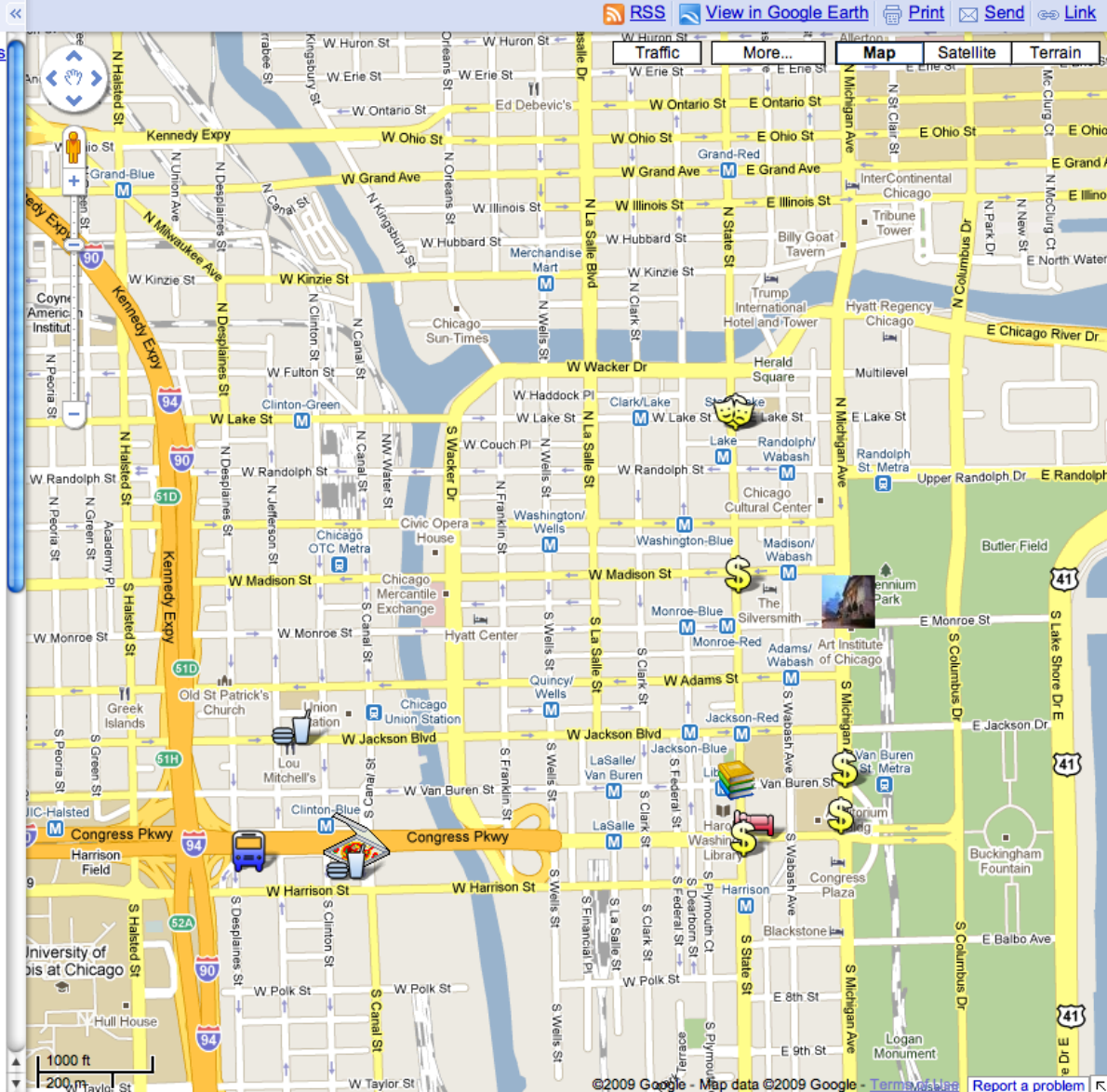
[Chinatown Market \[Chicago\]](#)



[University of Chicago \[Chicago\]](#)



[University of Illinois at Chicago \[Chicago\]](#)



# Google Maps



Find businesses, addresses and places of interest.

Search Maps Show search options

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Hostelling International - Chicago



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Central library location



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[University of Chicago \[Chicago\]](#)



[University of Illinois at Chicago \[Chicago\]](#)

**Aurelio's Pizza [Chicago]**  
Last Updated by unpoete < 1 minute ago

Food stop for 11/27 Chicago departure  
Price range: \$\$

**Web Sites:**

Yelp:

<http://www.yelp.com/biz/aurelios-pizza-restaurant-and-bar-chicago>

Menu:

<http://www.aurelioschicago.com/menu.html>

Company:

<http://www.aureliospizza.com/aurelios/corporate.nsf/FCNTDspReadL?OpenForm&Cat1=LA2>

Notes:

Accepts Credit Cards.

**Aurelio's Pizza**

★★★★☆ 13 reviews

506 W Harrison St

Chicago, IL 60607-4303

(312) 546-3084

[aureliospizza.com](http://aureliospizza.com)

[Get directions](#) - [Search nearby](#)

[Zoom here](#) - [Send](#)

# Google Maps

# IDEA 2008 website IDEA 2008 Team

- Overview**
- Messages
- To-Do
- Milestones
- Writeboards
- Files

- People
- Search
- 

## Project overview & activity

WEDNESDAY, 8 OCTOBER 2008

- Comment** [Website Problem – sponsors not listed on program page](#) Posted by Sam S.
- Comment** [Website Problem – sponsors not listed on program page](#) Posted by Sam S.
- Message** [Website Problem – sponsors not listed on program page](#) Posted by Melissa W.

TUESDAY, 30 SEPTEMBER 2008

- File** [sape\\_horiz\\_179.eps](#) Uploaded by Sarah R.
- File** [Logo.ai](#) Uploaded by Sarah R.
- Comment** [Precon Sold Out](#) Posted by Jorge A.
- Comment** [Program Change, Precon starts at 830](#) Posted by Sam S.
- Comment** [Precon Sold Out](#) Posted by Sam S.

MONDAY, 29 SEPTEMBER 2008

- Comment** [Program Change, Precon starts at 830](#) Posted by Melissa W.
- Message** [Precon Sold Out](#) Posted by Melissa W.

SATURDAY, 27 SEPTEMBER 2008

- Message** [Program Change, Precon starts at 830](#) Posted by Melissa W.
- Comment** [New Sponsor TandemSeven](#) Posted by Sam S.

FRIDAY, 26 SEPTEMBER 2008

- File** [Manifest Logo Update.ai](#) Uploaded by Melissa W.
- File** [NEW T7 LOGO.jpg](#) Uploaded by Melissa W.



### Stay up to date on this project

**Turn on email updates** to receive a daily digest notifying you of any to-do items or milestones that were added or completed in the last day.

**Project RSS feed** (What is RSS?)

### People on this project

#### IAI Board

**Melissa Weaver**  
Hasn't logged in recently

**Russ Unger**  
Hasn't logged in recently

**Noreen Whysel**  
Hasn't logged in recently

**Livia Labate**  
Hasn't logged in recently

**Christian Crumlish**  
Hasn't logged in recently

**Will Evans**  
Hasn't logged in recently

**Jonell Gades**  
Hasn't logged in recently

**Andrew Hinton**  
Hasn't logged in recently

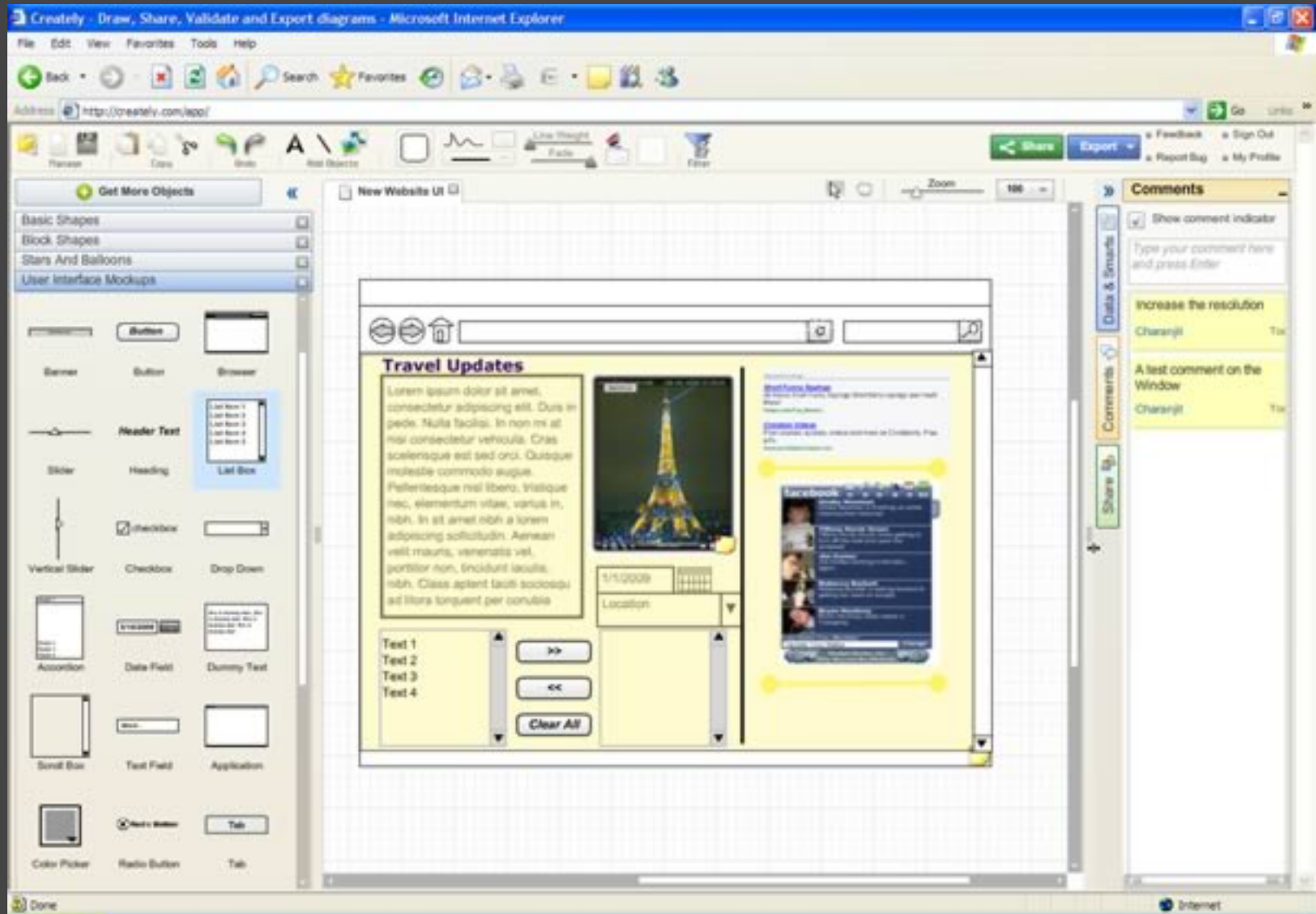
**Andrea Resmini**  
Hasn't logged in recently

STORIES	To Do	In Progress	Verify	Done
As a prospective member, I want to know what LACASIST does and what it can do for my career.	Volunteer opportunities UNASSIGNED		Membership Benefits UNASSIGNED	Contact info UNASSIGNED
As a student, I want to find out about scholarships so that I can apply for financial aid	Show Past McKinley Scholarship winners and UNASSIGNED		Subscribe to Mailing list UNASSIGNED	
	Info about past McKinley Scholarship winner UNASSIGNED		McKinley Scholarship information UNASSIGNED	
	Scholarship submission online UNASSIGNED			
As ASIST HQ, I want to review the chapter's activities for Chapter of the Year	Annual Reports UNASSIGNED			
	Board Meeting Minutes UNASSIGNED			
	Board and Council Members and Profiles UNASSIGNED			
As a board member, I want learn about past board activity.	Show past board activity UNASSIGNED			
	Show past board meeting minutes UNASSIGNED			
	Show current year board meeting minutes UNASSIGNED			
	Show planned board meetings UNASSIGNED			
As a event attendee, I want to RSVP and check out event details.	Speaker Information and Bios UNASSIGNED			
	Event Attendees UNASSIGNED	Event details UNASSIGNED		
	Event Registration and Payment UNASSIGNED			
As Chair, I want to collaborate with other Board on the Annual Report				
As Program Chair, I want				

# Collaborative Creative Tools

Creative tools enable whiteboard-type activities.

- brainstorming
- wireframing
- diagramming



Creately

mindmeister Add Delete Connect Cut Copy Paste Export Print Help Close

```

mindmap
  root((LACASIST www.lacasist.org))
    Board Members
    Project Planning
    Public
      1 About LACASIST
        Officers
          Current Officers
          Previous Officers
        Annual Reports
      2 Awards & Scholarships
        Awards
          Regional Awards
          National Awards
        McKinley Memorial Scholarship
      3 Programs and Events
      4 Newsletter
      5 Students
        McKinley Memorial Scholarship
        Student Chapters
        Student Benefits
      6 Get Involved
        Why?
          Membership Benefits
          Contribute to OASIS
        How?
          Join Mailing List
          Attend a Program
  
```

Chapter Manual  
Venue List  
Speaker List  
Program List  
Tickler Page  
Board Meetings  
Board Contact List

Board Members

Project Planning

LACASIST  
www.lacasist.org

Public

1 About LACASIST

Officers

Current Officers  
Previous Officers

Annual Reports

2 Awards & Scholarships

Awards

Regional Awards  
National Awards

McKinley Memorial Scholarship

3 Programs and Events

4 Newsletter

5 Students

McKinley Memorial Scholarship

Student Chapters  
Student Benefits

6 Get Involved

Why?

Membership Benefits  
Contribute to OASIS

How?

Join Mailing List  
Attend a Program

Recommendations [remove]

Navigator

Text Formatting

Icons and Images

Extras

Information

Idea: LACASIST www.laca...

Modified at: 01/06/2009 23:17

Modified by: Grace Lau

Get related info: [Facebook] [Twitter] [LinkedIn]

Properties...

Share Map

Currently editing: No one else is editing this mind map

MindMeister

# Considerations for Online Collaboration

- Not always the appropriate solution
- Internet access is not ubiquitous
- Security and Sensitive Data
- Privileges: Sharing, Editing, Viewing
- Learning curve
- Feature to embed for mo

# Other Mentioned Collaboration Tools

- Web Conferencing
  - Yugma
  - iChat (for Mac OS X)
  - Meebo
- Project Management
  - Confluence - enterprise wiki
  - Jira - enterprise bug/issue tracking, project mgmt.
  - EightShapes Unify
- Wireframing / Prototyping:
  - Balsamiq
  - Pencil (Firefox plug-in)

# In Closing

- Tons of online tools are available
- Try out and build your online toolbox
- Involve your colleagues
- Have fun!

# More information about...

## LACASIST

Los Angeles Chapter of the American Society for Information Science and Technology

<http://www.lacasist.org>

## LA-UX

Los Angeles User Experience Meetup

<http://ia.meetup.com/55/>