

LINKSFOUNDATION.COM

# Applied Data Science Project

L13 – Team Communication



# Pillars

Design

Manage

Develop

Communicate

# Communication with project members

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- 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

# 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)



# Workspace



**ADSP**

[adsp-polito.slack.com](https://adsp-polito.slack.com)

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](https://adsp-polito.slack.com) where teachers, teaching assistants and students communicate



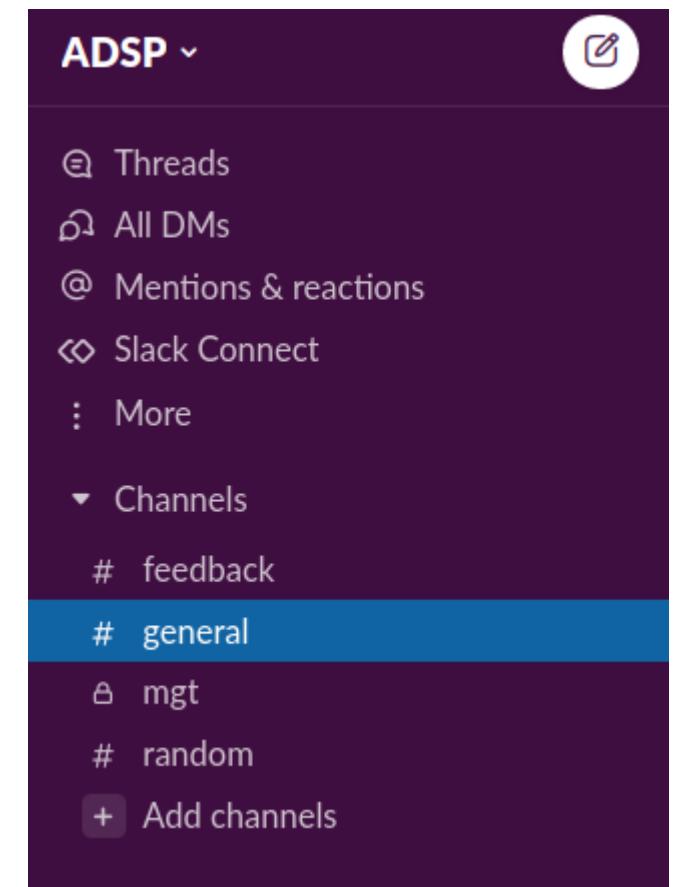
# Channels

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

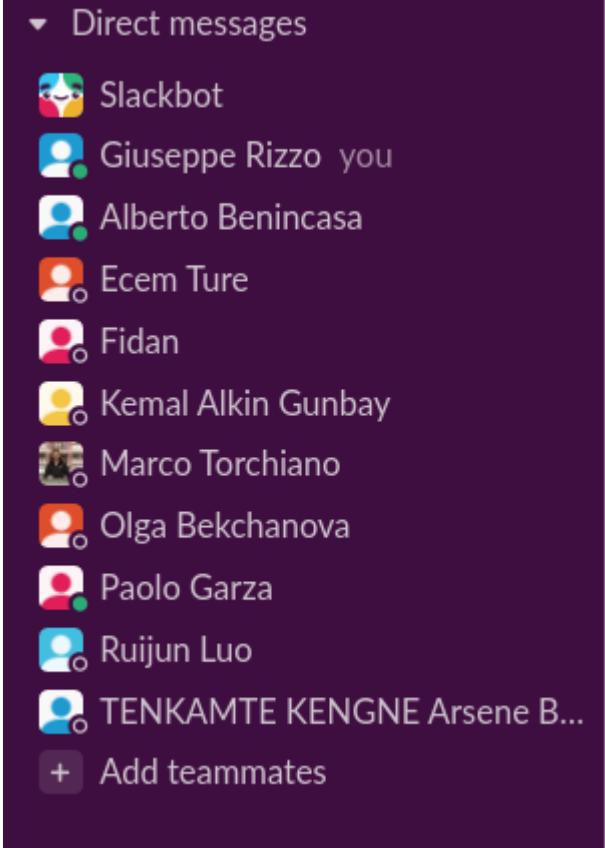


# Direct messages

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



# Direct messages or integrated calls

Click on the mate's name under direct messages

Either type a message or do a call

## ▼ Direct messages

-  Slackbot
-  Giuseppe Rizzo you
-  Alberto Benincasa
-  Ecem Ture
-  Fidan

 **Alberto Benincasa** ▾

+ Add a bookmark

-  Olga Bekchanova
  -  Paolo Garza
  -  Ruijun Luo
  -  TENKAMTE KENGNE Arsene B...
- + Add teammates



# 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



# Reaction to a message

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Creation of a thread discussion

Reaction with emoticons

Pinning of a message for further indexing

Sharing of a message

# Notification



Fine grained notification configuration

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



# 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



# 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



## OneDrive and SharePoint

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



## 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.

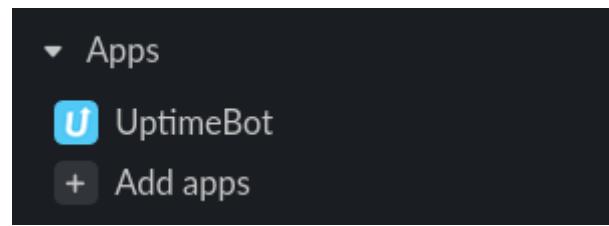
[Add](#)

## Box File Picker

Securely store, share, and manage all your files

[Add](#)

# Integration example



The screenshot shows a Slack channel with three messages from the "UptimeBot" app:

- 4:05 PM** Hey, @channel  
⚠ Webpage is down. The incident has been now open for 30 minutes  
Alert name: PGR  
Error type: Webpage is not available  
Test location: AP  
Buttons: I'm on it, Assign  
Reply: @Alberto Benincasa has confirmed to be resolving this incident. (edited)
- 4:31 PM** Hey, @channel  
⚠ Webpage is down. The incident has been now open for 30 minutes  
Posted in #monitoring | Sep 7th | View message
- 4:31 PM** Webpage is available now! 🙌  
Alert name: PGR  
Downtime: 58 minutes  
URL: <http://easyrights.linksfoundation.com/alive>

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

# Personal assistant



A screenshot of the Slack interface showing a message from Slackbot at 2:59 PM. The message reads: "@Paolo Garza just sent their first message to a channel you're in. 🎉 Help keep the conversation going!" Below the message is a profile picture of Paolo Garza and his name. His message says: "Domanda di servizio (non so se è veramente il posto giusto ma ci provo lo stesso)." The date "Sep 13th" is shown below his message. At the bottom are three buttons: "Reply in #mgt", "Send a Direct Message", and "Don't Show Me Again".

A screenshot of the Slack interface showing a message from Slackbot at 11:56 AM. The message reads: "@Luca Colombo just sent their first message to a channel you're in. 🎉 Help keep the conversation going!" Below the message is a profile picture of Luca Colombo and his name. His message says: "Vista la forte presenza (almeno per questa prima lezione, poi bisognerà vedere come evolverà 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 perché per un altro corso, il cui lab è diviso in due squadre, abbiamo scelto di tenere la VC attiva solo per uno dei due gruppi." The date "Sep 28th" is shown below his message. At the bottom are three buttons: "Reply in #mgt", "Send a Direct Message", and "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 :)

# Statistics

A **ADSP**  
adsp-polito.slack.com

Your workspace is currently on the free version of Slack. [See plans](#)

[Invite people to ADSP](#)  
[Create a channel](#)

[Preferences](#)  
[Settings & administration](#) >

[Tools](#) >

[Sign in on mobile](#)

[Sign out of ADSP](#)

## All-Time Usage

### Messages Sent

140

out of 10,000 messages



### File Storage Used

0 bytes

out of 5.0 GB of file storage



### Apps and Integrations Installed

0

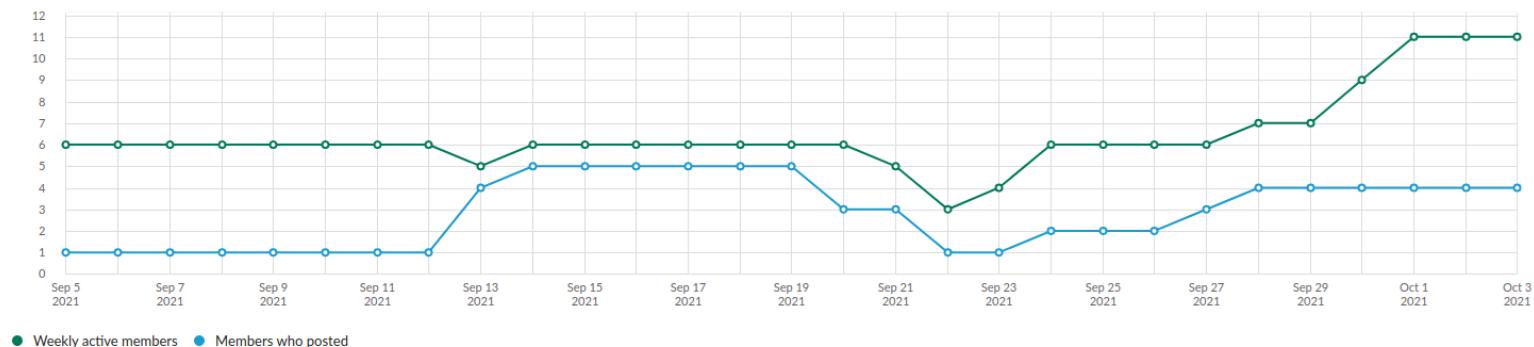
out of 10 apps and integrations



## Active members

See how many people are active — meaning they posted a message or read at least one channel or direct message.

[Weekly](#) [Daily](#)



Tools -> Analytics it summarizes the activity in the workspace



**Thank you for your attention.**

Questions?



# CONTACTS

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