

# Remote Team Collaboration App Cheat Sheet

## Core Features

### Real-Time Communication

Chat: Instant messaging with individuals or groups.

Voice & Video Calls: High-quality audio and video conferencing.

Screen Sharing: Share screens during calls for better collaboration.

AI-Powered Transcription: Automated meeting transcription and summaries.

### Project Management

Task Management: Create, assign, and track tasks with deadlines and priorities.

Kanban Boards: Visual task management with drag-and-drop functionality.

Gantt Charts: Project timelines and task dependencies for better planning.

Templates: Predefined project templates for common workflows.

### File Management

File Sharing: Secure file sharing with version control.

Collaborative Editing: Real-time document collaboration with integrated editors.

Cloud Storage Integration: Connect with Google Drive, Dropbox, OneDrive, etc.

### Virtual Whiteboards

Interactive Whiteboards: Digital spaces for brainstorming and planning.

Sticky Notes and Drawing Tools: Add notes and draw directly on whiteboards.

Real-Time Collaboration: Multiple users can collaborate simultaneously.

### Notifications and Alerts

Custom Notifications: Set up alerts for important updates and deadlines.

Activity Feeds: Centralized feed of all project activities and updates.

## User Roles and Permissions

Role-Based Access Control: Define user roles and permissions to control access.

Guest Access: Invite external stakeholders with limited access.

## Analytics and Reporting

Productivity Reports: Track individual and team productivity metrics.

Project Analytics: Insights into project progress and performance.

Custom Dashboards: Personalized dashboards with key metrics and KPIs.

## Integrations

Third-Party Integrations: Connect with tools like Slack, Zoom, Jira, GitHub, and CRM systems.

API Access: Custom integrations with other software solutions.

## Security

End-to-End Encryption: Secure communication and file sharing.

Data Privacy Controls: Compliance with GDPR, CCPA, and other regulations.

Two-Factor Authentication: Enhanced login security for users.

## Customization and Flexibility

Custom Workflows: Adapt workflows to fit specific team needs.

Personalized UI: Customize the user interface for a tailored experience.

Advanced Settings: Configure advanced options for tasks, projects, and notifications.

## Mobile and Desktop Apps

Cross-Platform Support: Apps available for iOS, Android, Windows, and macOS.

Offline Mode: Access and edit tasks and documents without an internet connection.

## Additional Features

### Team Building and Wellness

Virtual Team-Building Activities: Tools for team bonding and engagement.

Wellness Check-Ins: Regular check-ins to monitor team well-being.

### Asynchronous Communication

Message Threads: Organized discussions that can be followed asynchronously.

Task Comments: Comment on tasks and projects at any time.

## Dashboard Navigation Sections

### Home

Overview: Summary of key information, including today's tasks, upcoming meetings, and notifications.

Welcome Message: Personalized greeting and motivational tips.

### Projects

Project List: View and manage all projects.

Project Details: Detailed view of individual projects, including tasks, files, and updates.

### Tasks

Task List: View and manage all tasks.

Task Details: Detailed view of individual tasks, including subtasks, comments, and attachments.

## Messages

Chat: Instant messaging with individuals or groups.

Recent Conversations: List of recent chat conversations.

Archived Messages: Access to older conversations.

## Calendar

Monthly/Weekly View: Overview of all meetings, deadlines, and events.

Meeting Scheduler: Tool for scheduling new meetings and events.

## Files

File Manager: View and manage all shared files.

Recent Files: Quick access to recently used files.

File Search: Search functionality to find specific documents.

## Reports/Analytics

Productivity Reports: Insights into individual and team productivity.

Project Analytics: Detailed analysis of project progress and performance.

Custom Reports: Ability to generate custom reports based on specific metrics.

## Settings

User Settings: Profile settings, notification preferences, and account management.

Team Settings: Manage team members, roles, and permissions.

App Settings: Customize app settings and configurations.