# Task 1-11: Selecting Team Collaboration Tools

This report evaluates the capabilities of Google Drive and Google Sites for team collaboration. The comparison focuses on features such as document sharing, ease of use, and best use cases to determine the most appropriate tool for team projects.

## 1. Capabilities of Each Tool

### Google Drive

- Purpose: Cloud-based file storage and sharing.  
- Key Features:  
 - Store team documents, spreadsheets, presentations, and images.  
 - Real-time collaboration on Google Docs, Sheets, and Slides.  
 - File version control to track changes.  
 - Integration with third-party applications.  
 - Access control for files and folders (view, edit, comment).

### Google Sites

- Purpose: A platform to create team websites and organize content.  
- Key Features:  
 - Create custom websites for project announcements, presentations, and shared resources.  
 - Embed documents, images, videos, and links to external content.  
 - Drag-and-drop editor for easy website creation.  
 - Integration with other Google Workspace apps (Drive, Docs, Calendar).

## 2. Comparison of Capabilities

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| --- | --- | --- |
| Feature | Google Drive | Google Sites |
| Document Collaboration | Real-time editing and sharing | Embedded content but no direct editing |
| Storage | Large file storage for team files | Limited file embedding, no bulk storage |
| Ease of Use | Simple interface for file sharing and organization | Drag-and-drop website creation |
| Communication | File comments, shared folders | Announcements via webpages |
| Best Use Case | Document sharing, editing, and storage | Creating a central website for team projects |

## 3. Recommendation

Based on the analysis, Google Drive is the most suitable tool for team collaboration as it offers robust real-time editing, sharing, and storage capabilities. It is ideal for teams that need centralized file storage and frequent updates.  
Google Sites is recommended if the team requires a public-facing platform to organize and present content, such as project updates or a resource library.