2.4 I can describe the features, benefits and limitations of different collaborative technology tools and devices

When working with collaborative technologies it is important to consider the benefits and limitations of the technology and tools you will be using. Below I have compared the benefits and limitations of WhatsApp, Microsoft Teams and Adobe Connect in the context of working collaboratively on a project;

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| --- | --- | --- |
| **Benefits** | | |
| **WhatsApp** | **Adobe Connect** | **Microsoft Teams** |
| Can be used on your phone and therefore be used anywhere | Can be used on multiple devices such as desktops and mobiles | Can be used on multiple devices such as desktops and mobiles |
| Is suitable for sharing short comments in real time | The Adobe Connect app is free for participants and hosts of small meetings ( 3 participants and under) | Is free to use for participants |
| Is easy to use | Has features such as chat, whiteboard and break out rooms | Has features such as chat, share tray and break out rooms |
| Is low on data use | Can share files such as PowerPoint presentations, word files and spreadsheets | Can share files such as PowerPoint presentations, word files and spreadsheets |
| Is free to down load | Can create break out rooms for smaller meetings to take place that do not impact on the main meeting | Can create break out rooms for smaller meetings to take place that do not impact on the main meeting |
| Can share images and small files | Can easily record meetings and share with participants | Makes use of web cam and audio to fully replicate the in person meeting experience |

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| **Limitations** | | |
| **WhatsApp** | **Adobe Connect** | **Microsoft Teams** |
| Is owned by Facebook which harvests data for commercial purposes and is not generally trusted with data privacy | Needs a strong Wi-Fi signal | Needs a strong Wi-Fi signal |
| You need to share your personal phone number with others to add them to discussions | If you use the mobile app you will not have access all the functions available on the desktop app e.g. file sharing | If you use the mobile app you will not have access all the functions available on the desktop app |
| There is no live video or audio functionality | The desktop app requires a lot of RAM | The desktop app requires a lot of RAM |
| It is not suitable for sharing  documents due to file size | Costs £50 a month for meetings of up to 25 participants | Requires a subscription fee dependant on the length of meetings and number of participants |
| Written comments can be  easily misunderstood in regards to tone which could cause misunderstandings especially as the app is not suitable for lengthy comments/explanations | Does not have the option for participants to use webcams which would replicate the in person meeting experience | Cloud storage is dependent on the subscription paid |