1. Download all software and get yourself added in all the workspaces  
   <https://docs.google.com/document/d/1HuJO803QiNXa-rNA-joNgDJRudq7N8X-nk4AUh8NO2I/edit>
2. Download slack desktop to prevent missing out things.
3. Slack > apps > Search “tool name” > Add  
   Tools to add: Github, Trello, Zapier and Google Drive
4. Look up some tutorials  
   <https://docs.google.com/document/d/17ZfZIJwBypUw6PsbtOmmVX_JzKJGwHnC6ywViPJmtZU/edit>