

Creative Ways to Make Deadlines While Collaborating from Home

Association of Midwest Museums



Presenters



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Let's start with general tips for
working together remotely...



Making Time, Finding Balance

How do I stay motivated and accomplish my tasks?

How do I balance my work time with other (new) responsibilities?

1. **Everyone is balancing new responsibilities** right now. Be careful to respect each other's time.
2. **Block time in your calendar** for work that needs to be done.
3. Schedule meetings by asking about availability ([Doodle Poll](#), etc.). **Don't assume people are available when you are.**
4. **Adhere as best you can to your "typical" routines.** Consistency where you can still find and maintain it will help!
5. **Set a timer** to help with focus.
6. Make sure **others in your home** know your schedule too!



Staying in Touch, Tips for Communication

Plan to connect regularly. Frequent check-ins are important.

1. Determine which communication channels are needed.

Examples:

- a. Individual and manager (or team member and team lead)
- b. Team and cross-team
- c. Management peers
- d. Organization-wide

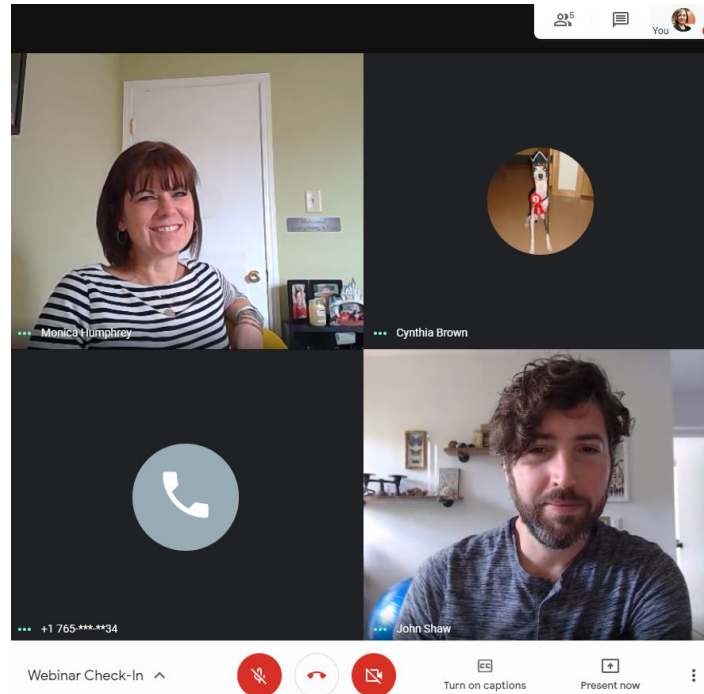
2. Set a schedule for communication.

- a. Stick to the meetings scheduled before the closures.
- b. Consider how often you connected in person through “pop ins” and other spontaneous conversations, and before and after other meetings.
- c. It’s important to check in more often when working remotely than when working in the same office.



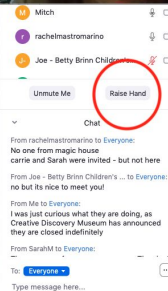
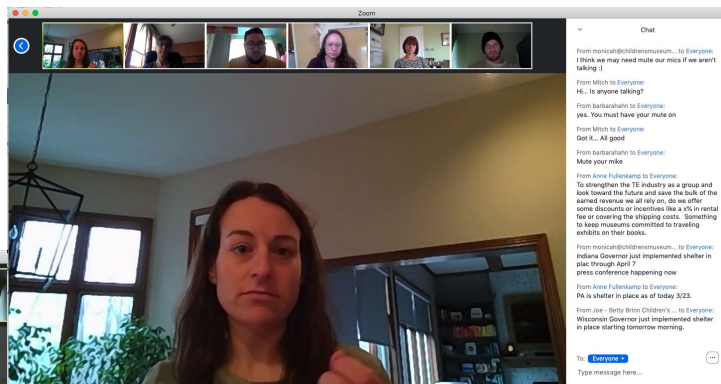
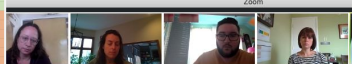
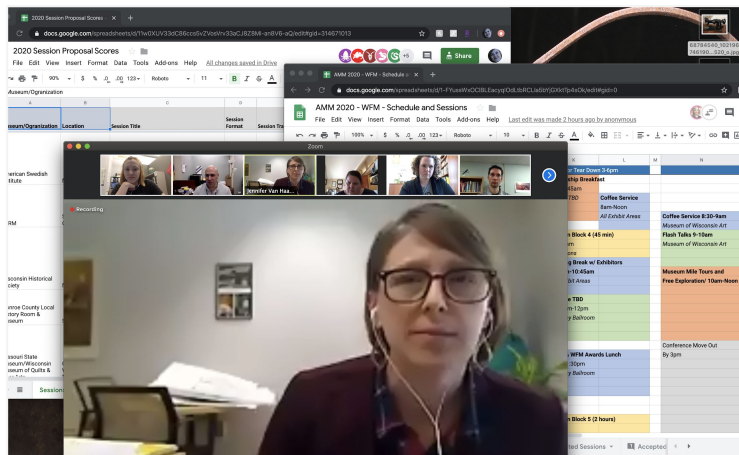
Staying in Touch, Tips for Communication

*There are apps and software out there that can help! **Google Hangouts***



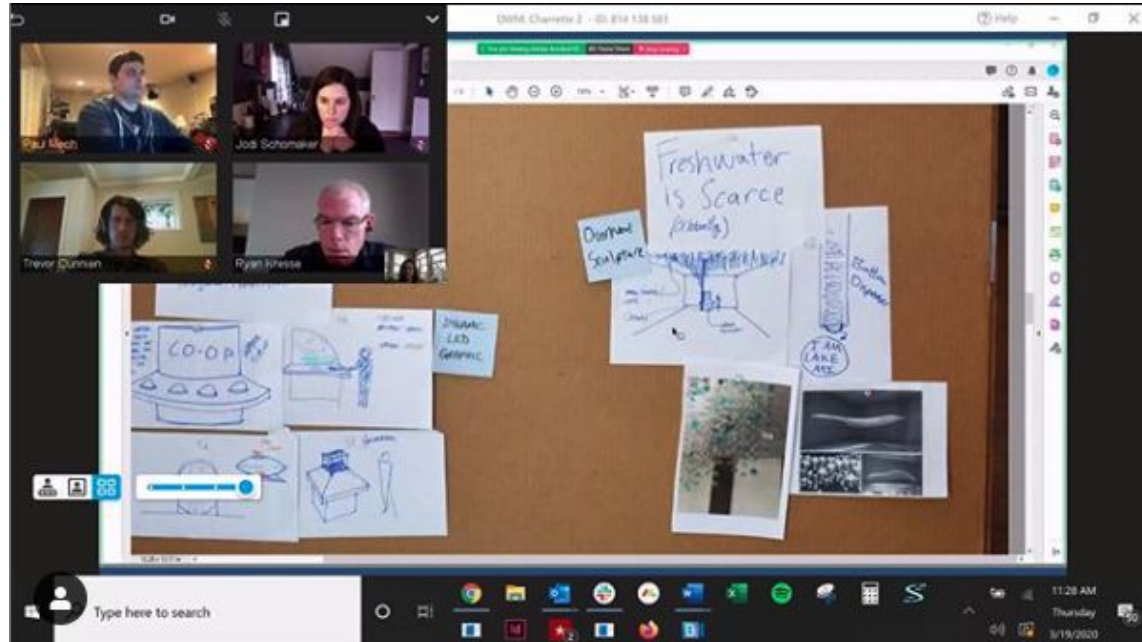
Staying in Touch, Tips for Communication

There are apps and software out there that can help! Zoom



Staying in Touch, Tips for Communication

*There are apps and software out there that can help! **Bluejeans***



Managing Teams and Projects

How do I set expectations and deadlines, track progress and support my team?

- 1. Autonomy and Accountability - Understand factors affecting performance to set reasonable expectations.**
 - a. What else are you juggling at home? What flexibility do you need?
 - b. How will you get your work assignments completed?
 - c. During what hours is everyone on the team expected to be working?
- 2. Create healthy boundaries for yourself and respect boundaries of others**
- 3. Communicate changes in your situation**
 - a. How do you communicate to your immediate team when you are available and when you will be offline?



Managing Teams and Projects

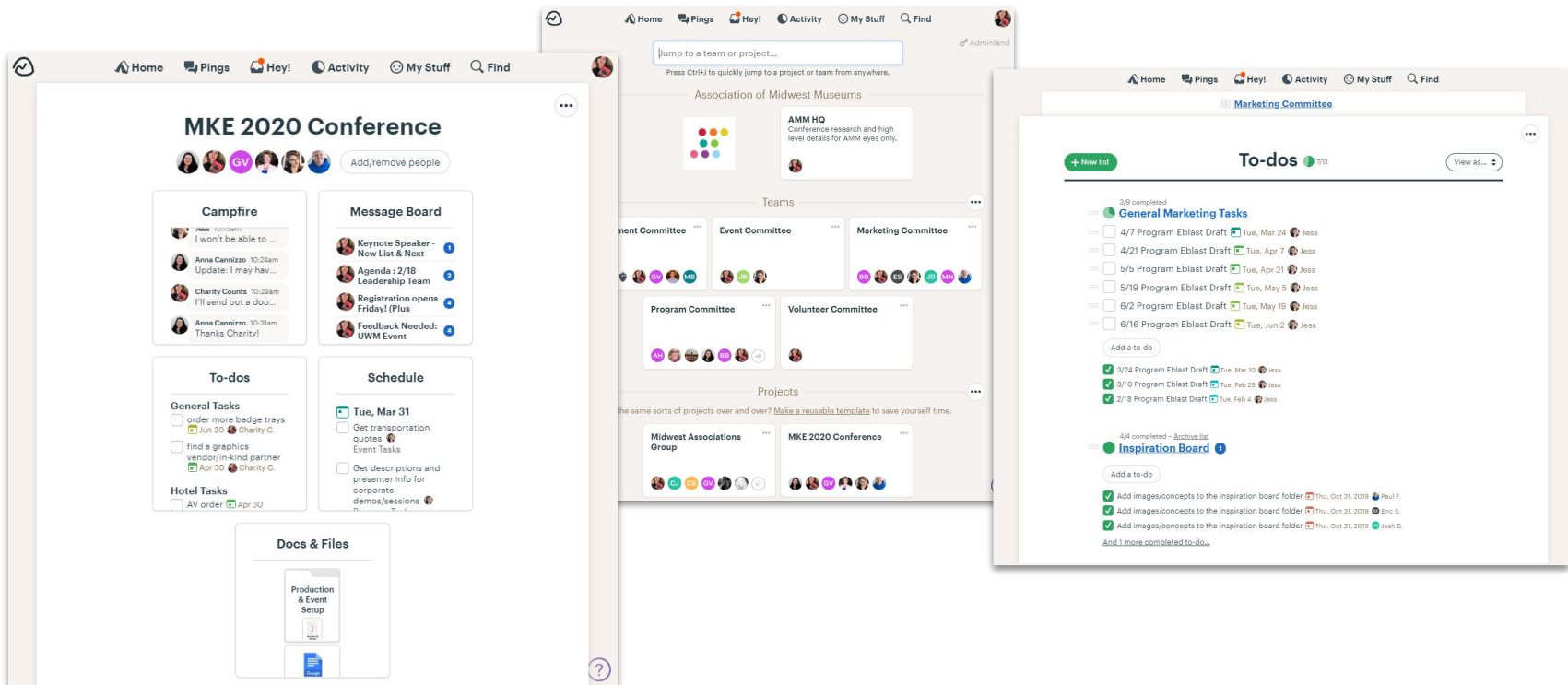
(cont.)

4. **Set deadlines or assign tasks in a shared software platform or through calendar appointments.**
 - a. Basecamp [“to-do” lists](#) feature; set notifications so that you are aware when tasks are completed and so the next person in the process knows to begin
 - b. Assign [tasks in Outlook](#) as reminders of deadlines
5. **Assemble resources for your team that will help them.**
 - a. Make sure they have access to the technology required for work.
 - b. Make sure they have access to information or files in cloud-based software.
 - c. Make sure they know how to contact you when they need help.
6. **Provide instructions for the team. “This is how we are going to get work done and how it works.”**



Managing Teams and Projects

There are apps/software out there that can help! **Basecamp**



Managing Teams and Projects

There are apps/software out there that can help! **Microsoft Teams**

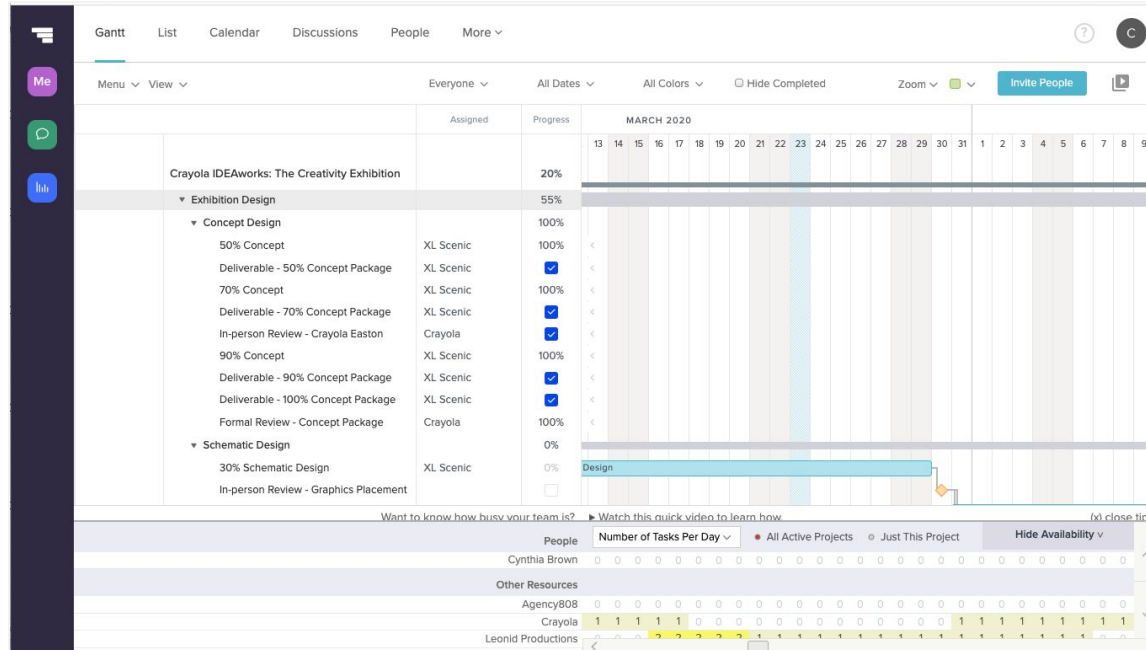
The screenshot shows the Microsoft Teams application interface. On the left, there's a sidebar with navigation icons for Activity, Chat, Teams, Calendar, Calls, and Files. The main area displays a project board for the '1- Concept Phase' of a team named 'Exp. & Fam. Learning Sample...'. The board has a 'To do' column with a task 'HVAC vent placement (*click on card for more info*)' which is 'Last changed 4 days ago by Craig Wetli'. Below the task, there's a 'Bucket' dropdown set to 'To do', a 'Priority' dropdown set to 'Urgent', and a 'Due date' of '03/26/2020'. The 'Progress' section shows 'Not started'. The 'Notes' section contains a detailed description of the task. At the bottom, there's a 'Checklist 1 / 2' with items like 'Jay/Craig-email-model-to-this-group', 'Discuss during POC core meeting next week', and 'Add an item'. An 'Add attachment' button is also visible.

The screenshot shows a chat conversation in the Microsoft Teams application. The chat is in the '1- Concept Phase' channel of the 'Exp. & Fam. Learning Sample...' team. The chat history shows messages from Stephanie Edleman, Craig Wetli, and Andrea Hughes. Stephanie Edleman's message mentions 'The Draft big idea and main messages have now been posted. If you make any changes directly in the document please use the track changes feature so that I can follow any updates that are being made/suggested. You can also provide feedback to me here in the chat or via e-mail. Thanks!'. Craig Wetli's message says 'Looks good to me- we may need to show some tools that miniature builders use/photos of people building tiny things to cover the last point-Thanks'. Andrea Hughes' message says 'I just uploaded the revised list.'. The chat interface includes a search bar at the top, a list of team members on the left, and a 'Type a new message' input field at the bottom.



Managing Teams and Projects

There are apps/software out there that can help! **TeamGantt**



Let's talk about best practices for
meetings...



Meetings are more important than ever!

Physical meeting rules still apply.

1. Create and stick to your **agendas**.
2. Make sure everyone gets to speak. **“Pass the mic.”**
3. Smaller meetings are usually more efficient, but it’s still important to **make sure everyone who needs to be in the meeting is in the meeting.**



Tips: Virtual Meetings

We have a few other rules that help with virtual meetings

1. **Test the technology** before your call. Make sure your app is updated. Allow a few minutes for everyone to get settled with the tech.
2. **Mute yourself** when you aren't talking.
3. Practice **active listening** skills, and show you are paying attention.
4. **Take a few minutes to embrace *seeing* your team!** Acknowledge the elephant in the room, connect and share.
5. Have a **distraction-free space** for calls.



Let's look at creative ways we've
brainstormed projects virtually...



Overview: Brainstorming

How can we generate ideas and solutions when we can't be in the same room with one another?

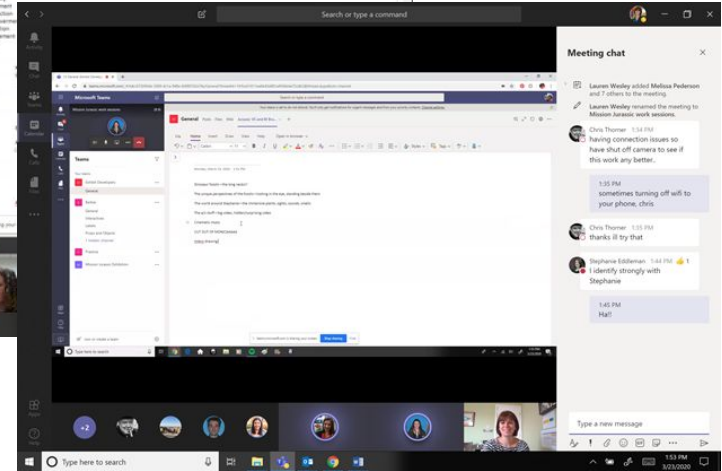
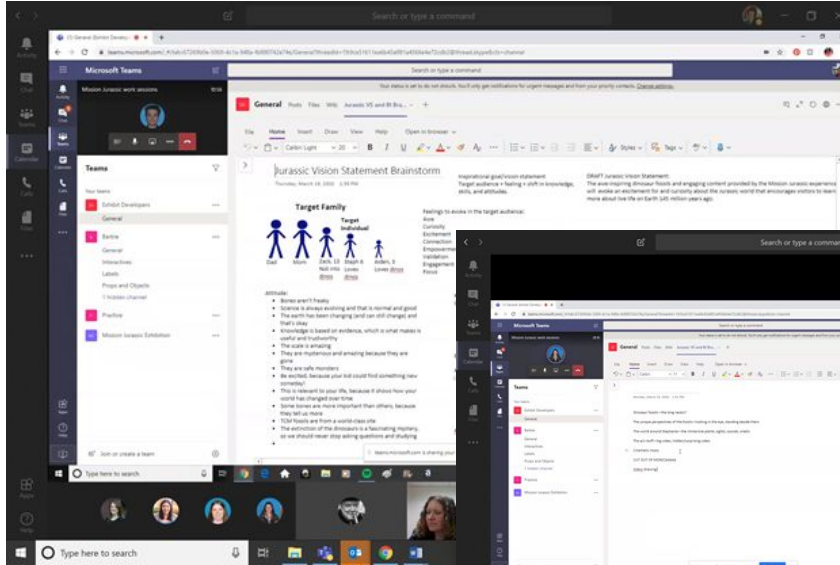
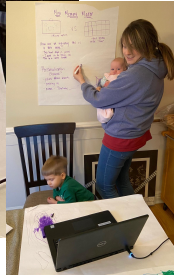
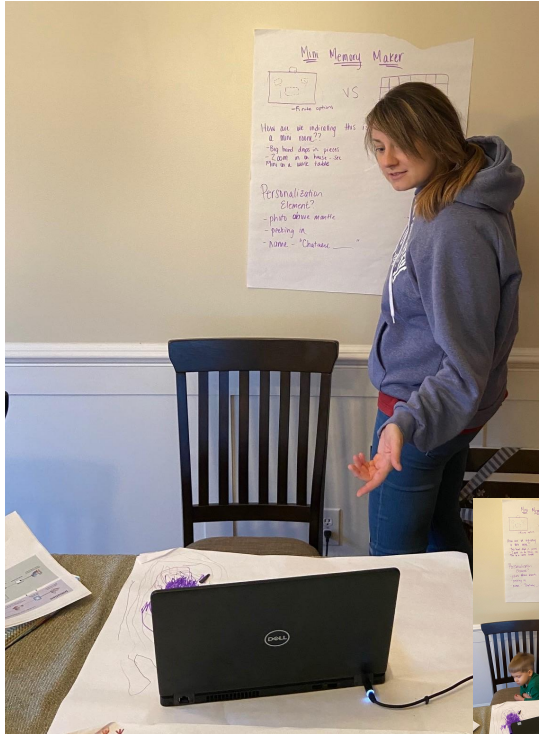
Examples we will share:

1. Video calls and phone calls
2. Chats
3. Idea lists
4. Brain-writing
5. Mind-mapping
6. Inspiration or Idea Boards



Brainstorming Phone or Video Calls

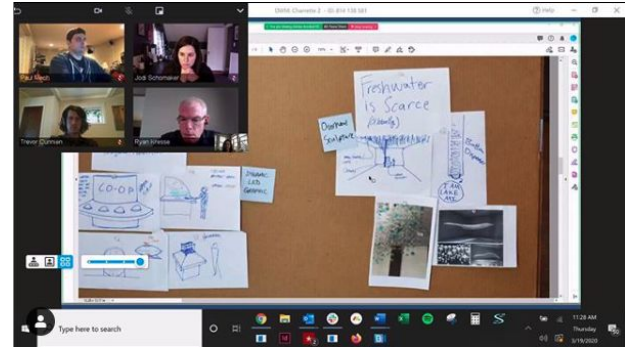
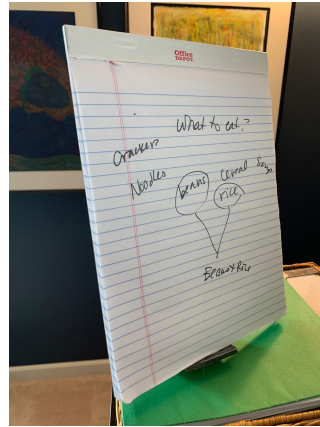
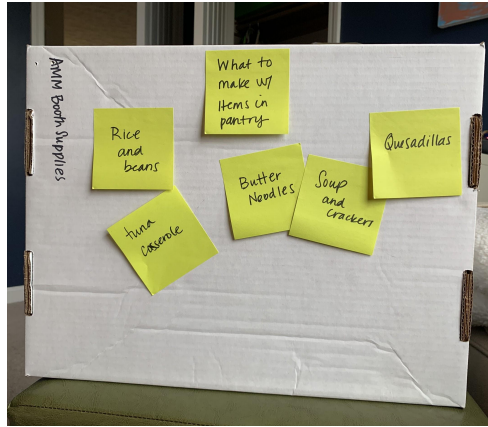
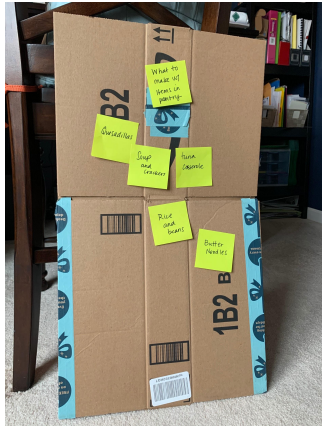
Example: Zoom and Microsoft OneNote, Children's Museum



Noteboards and Whiteboards

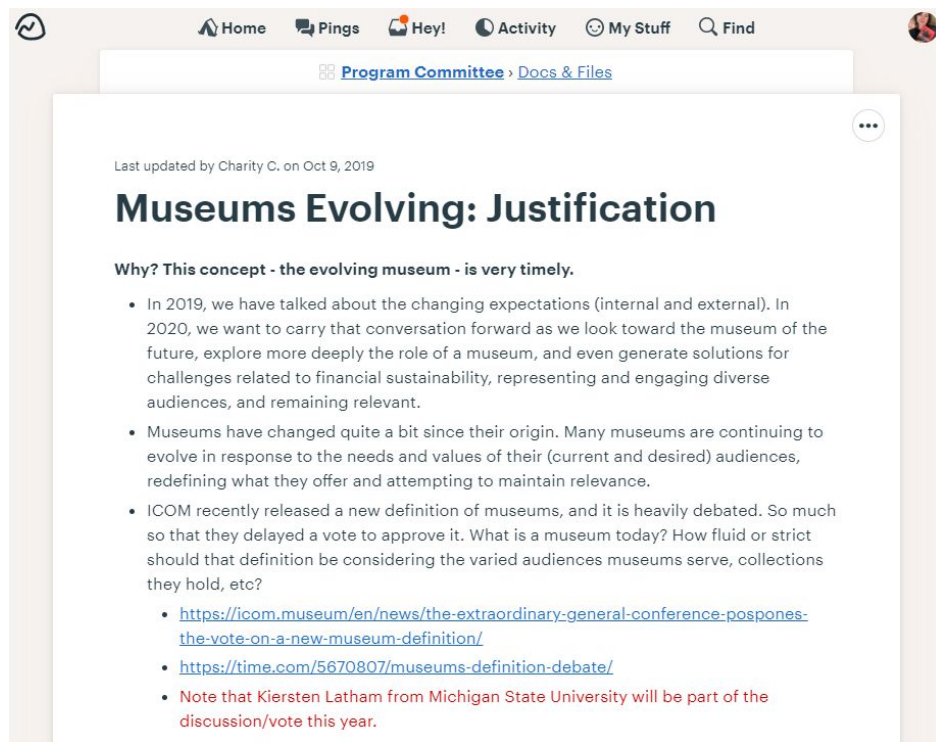
Here are a few ideas for setting up “noteboard” space at home for phone/video call brainstorm.

Note: If you are using Zoom, you can use their “whiteboard” feature
Using post-its to track ideas? Your wall, refrigerator, and other surfaces work well!
Want to write all over something? Prop a notepad up near your webcam!



Idea Lists or Brainstorm “Chats”

Example: AMM Conference Theme Justification List in Basecamp



The screenshot shows a Basecamp interface with a navigation bar at the top containing icons for Home, Pings, Hey!, Activity, My Stuff, and Find. Below the navigation bar is a breadcrumb trail: Program Committee > Docs & Files. The document title is 'Museums Evolving: Justification'. It was last updated by Charity C. on Oct 9, 2019. The document content includes a section titled 'Why? This concept - the evolving museum - is very timely.' followed by a bulleted list of points discussing the changing expectations of museums, the role of museums in the future, and the need for financial sustainability and engagement with diverse audiences. The list includes links to ICOM and Time magazine articles and a note about Kiersten Latham from Michigan State University.

Home Pings Hey! Activity My Stuff Find

Program Committee > Docs & Files

Last updated by Charity C. on Oct 9, 2019

Museums Evolving: Justification

Why? This concept - the evolving museum - is very timely.

- In 2019, we have talked about the changing expectations (internal and external). In 2020, we want to carry that conversation forward as we look toward the museum of the future, explore more deeply the role of a museum, and even generate solutions for challenges related to financial sustainability, representing and engaging diverse audiences, and remaining relevant.
- Museums have changed quite a bit since their origin. Many museums are continuing to evolve in response to the needs and values of their (current and desired) audiences, redefining what they offer and attempting to maintain relevance.
- ICOM recently released a new definition of museums, and it is heavily debated. So much so that they delayed a vote to approve it. What is a museum today? How fluid or strict should that definition be considering the varied audiences museums serve, collections they hold, etc?
 - <https://icom.museum/en/news/the-extraordinary-general-conference- postpones-the-vote-on-a-new-museum-definition/>
 - <https://time.com/5670807/museums-definition-debate/>
 - Note that Kiersten Latham from Michigan State University will be part of the discussion/vote this year.



Jennifer Van Haaften, Assistant Director (WFM Board Member)

Oct 10, 2019 ***

Another evolving museum in the Madison area: The Chazen Museum of Art will also be involved in the Madison YWCA racial justice program and working with them to make the Chazen more inclusive. In addition, I just listened to a bit on WPR that they changed their hours to be open more when people can come (instead of business hours), got rid of their gift shop in favor of a cafe, and are trying to make their front line experience more welcoming.



Andrea Selbig, Collections Registrar

Oct 10, 2019 ***

Indeed, the Chazen Museum of Art has made huge changes this year. I was just going to suggest that the Chazen director and/or staff will be great on a panel or even presenting. We increased our open hours to 72 hours/week (the “most open” museum in the country), we started a new VSA program, eliminated all unpaid internships/practicing, etc., and collaborated with campus to open a cafe- all in the name of inclusivity.



Wow! Very cool.



Anna Altschwager

Oct 10, 2019 ***

Hi all,

WHS is also doing a partnership with YWCA similar to the Chazen. It's been a really challenging and rich experience so far, and certainly asks us to consider the evolution of all facets of our work.



Brain-Writing in Google Docs

Example: Exhibit Concept Brainstorm

XG - Brain-Writing Example ☆ 📁

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75% Normal text Roboto 11

Brain-Writing Exercise **Group A**

Let's brainstorm around one idea and see where it takes us. Write an idea in response to the question below, and pass it to a teammate to continue the work.


1. Describe one idea in the space below. Drop in images or links that help to express your idea.
2. Invite a teammate to use a different color font and contribute to your idea.
3. Contributors: What else could you imagine happening with this idea? Add more details, make modifications or suggest additional elements. Use a different color font.

Brainstorm: Medical Imaging Exhibit Concept

We would like to create an exhibit about the history of medical imaging technology using objects from our collection and the collection of our partners, but do not want the exhibit to be a timeline. Available collections objects and archival materials include an X-ray machine, early x-rays, mammogram images, CT scan images of a brain, an endoscope (c. 1970), and ultrasound equipment. We are able to borrow additional objects and acquire rights to images from other sources.

What approach might we take with this story without simply placing the objects and stories in chronological order, like a timeline?

What if we talk about the advances in technology from the standpoint of "why" they were developed? Cause and effect. Like, one exhibit area talks about pregnancy and prenatal care needs (cause), and then how ultrasound imaging (technology) helped doctors achieve X or improved X conditions or reduced X conditions over time (effect). We could talk about why the advancements were made and display examples. (Doctors wanted to investigate masses in the brain...tried using sonar/echolocation which had been developed for sunken ships... eventually attempted to look at fetus...)



Upon further reading, maybe obstetrics isn't the best example for ultrasound imaging. Brain tumors, instead?

Wow! A very quick dive (like, first-page Google results) are already showing ultrasound technology being tested in astounding ways to attack brain tumors. Being such a delicate organ, there are obviously multiple challenges with brain tumors, in particular getting through- and protecting the blood-brain barrier, a microscopic structure that keeps toxins from the blood getting into the brain. Like toxic chemicals to kill tumors.

- Early testing of ultrasound as a "noninvasive alternative to surgery (hyper-focused

XG - Brain-Writing Example 2 ☆ 📁

File Edit View Insert Format Tools Add-ons Help All G...

75% Normal text Roboto 11

Brain-Writing Exercise **Group B**

Let's brainstorm around one idea and see where it takes us. Write an idea in response to the question below, and pass it to a teammate to continue the work.


1. Describe one idea in the space below. Drop in images or links that help to express your idea.
2. Invite a teammate to use a different color font and contribute to your idea.
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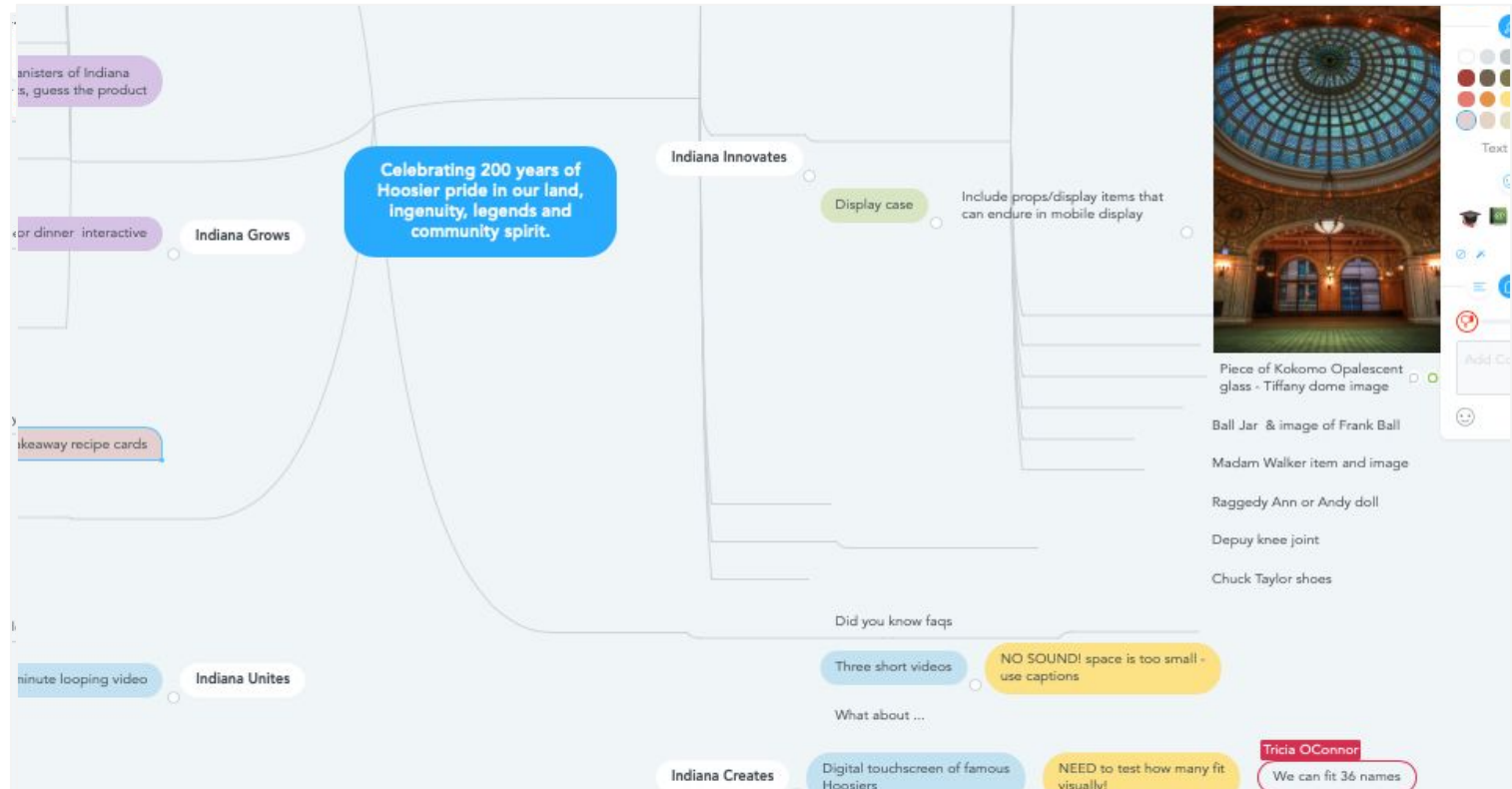
Upon further reading, maybe obstetrics isn't the best example for ultrasound imaging. Brain tumors, instead?

We didn't identify the audience - for families, it might be interesting to have a "patient" (a stuffed animal perhaps) that has a problem and families go through the objects to see if they can get the information they need to help the animal. (Obviously, these would need to be hands on simulations of the objects that families could try out.) Or there could be one "patient" for each that has a problem that current technology isn't helping - thus the invention/advancement.



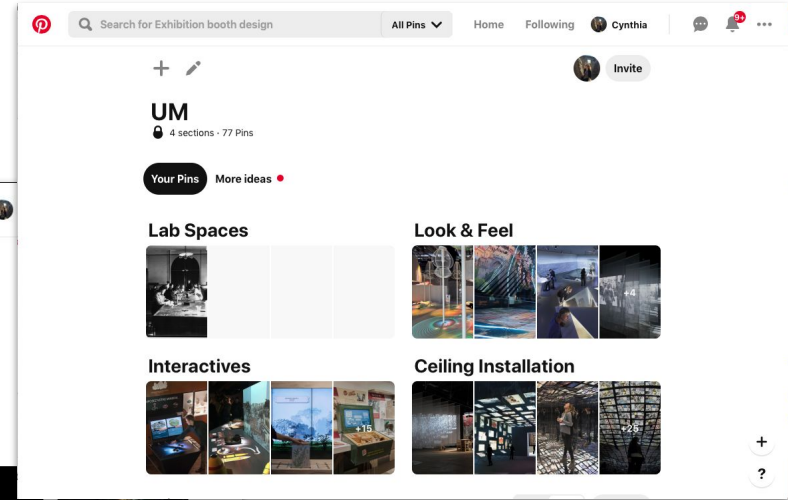
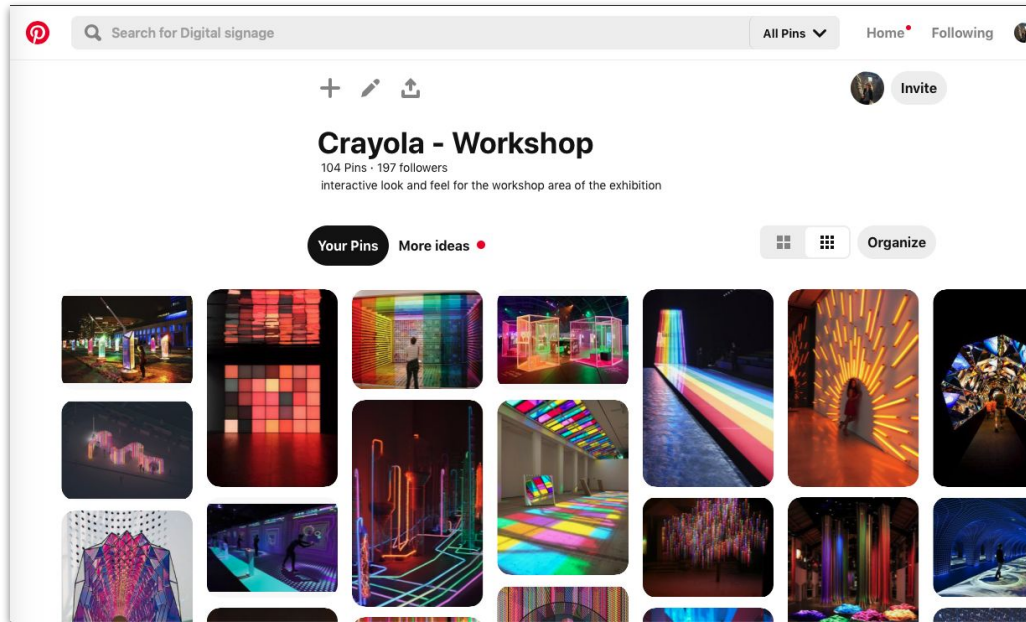
Mind Mapping in Mindmeister

Example: Exhibit concept brainstorm



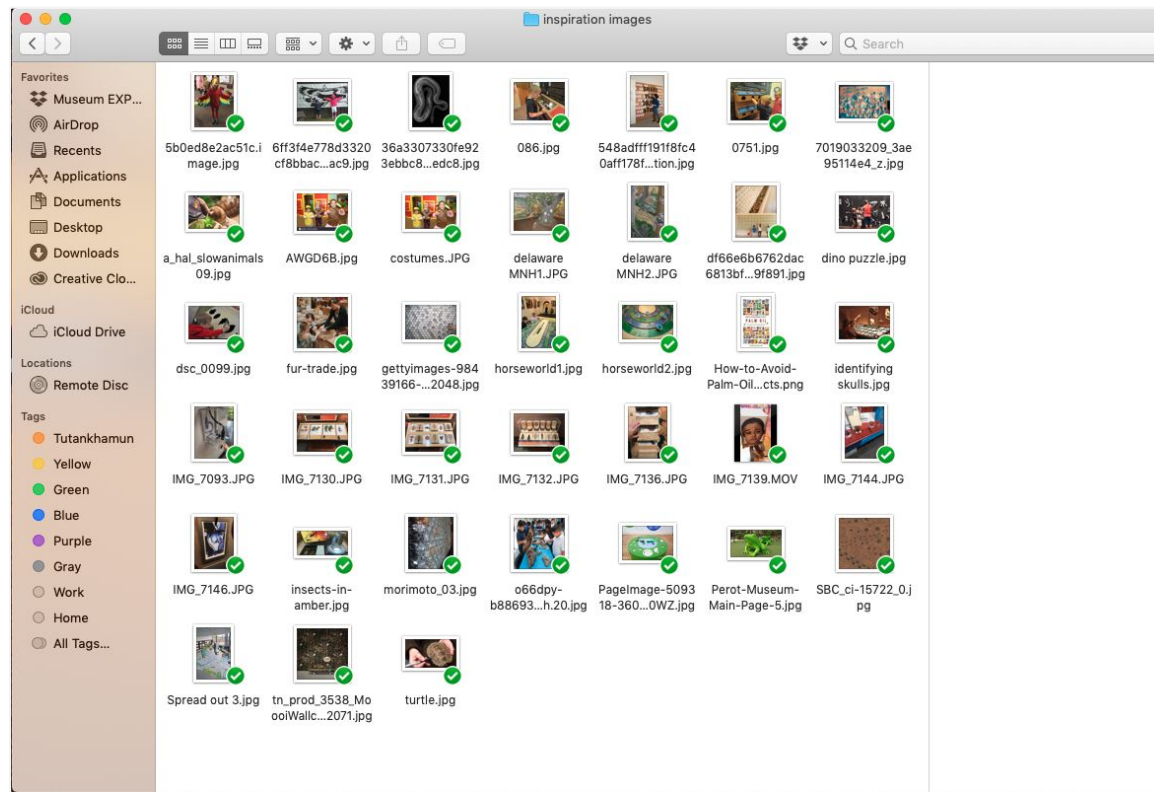
Inspiration or Idea Boards

Example: Pinterest Board, Crayola Exhibition



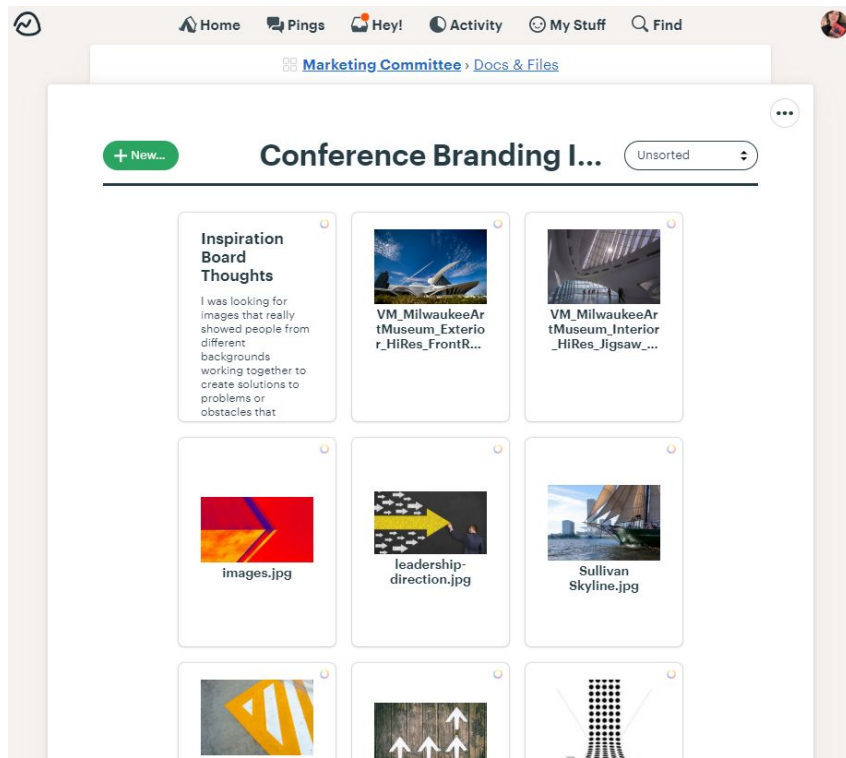
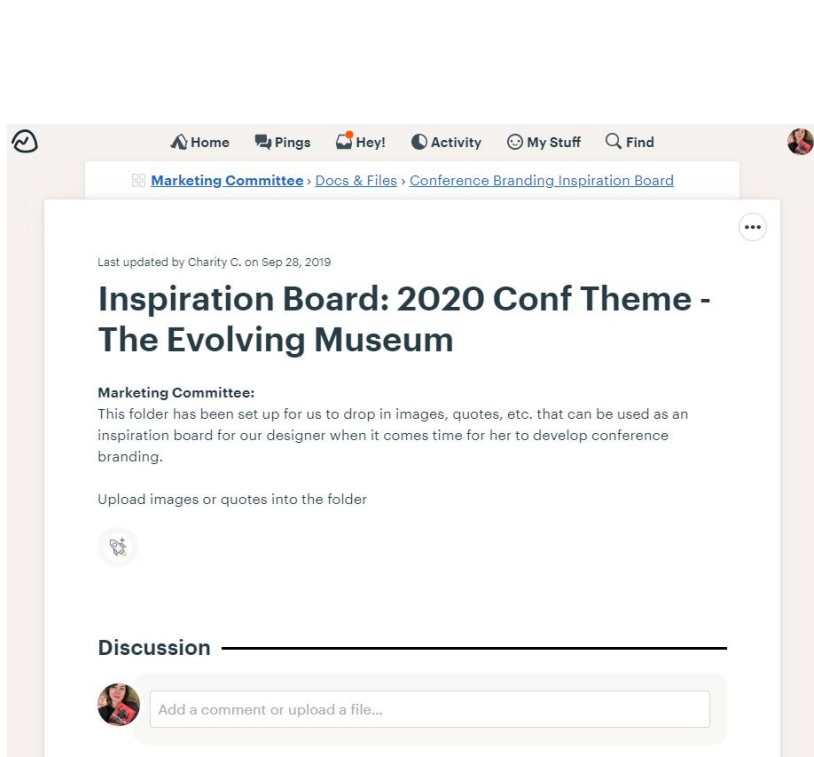
Inspiration or Idea Boards

Example: Dropbox, Evolution Exhibition TBD



Inspiration or Idea Boards

Example: AMM Conference Branding Inspiration Board in Basecamp



Tips: Brainstorming

1. **Prime the brainstorm** with key messages, goals, inspiration images for team to think about ahead of time.
2. **Use the computer to your advantage!** Search the internet as you brainstorm, add to shared documents, etc.
3. **Pinterest is great for digging deeper**, finding new ideas based on your previous searches.
4. **Consider learning and work styles.**
 - a. Writing methods may work best for those who to read, process and contribute. Just give them a deadline!
 - b. Visual methods may work best for those who feel more comfortable sketching, with trial and error, etc.



Let's look at creative ways we've
developed content virtually...



Overview: Content Development

How can we develop our project content virtually?

Examples we will share:

1. Collaborative documents
2. Chats and comments



Collaborative Documents

Example: Microsoft Teams, The Children's Museum

The screenshot shows a Microsoft Word document titled "DRAFT Big Idea and Main Mes...". The document content includes:

The Children's Museum of Indianapolis
Exhibits Department
Mini Masterpieces Revision
Big Idea and Main Messages DRAFT

Big Idea

One of a kind miniature rooms and objects invite families to imagine life in another time and place while sparking creativity and curiosity through their miniature's amazing level of detail.

Main Messages

- Why do artists/craftsmen create miniatures?
 - Miniature rooms offer small windows into moments throughout history in time, allowing families to discover the stories of the people who may have lived there.
- How do artists/craftsmen make miniatures?
 - Artists use specialized tools, incredible attention to detail, and an extraordinary level of

The right sidebar shows a comments pane with the following comments:

- Natalie Lyon**: Maybe change to "the miniature's amazing level of detail." instead of "their amazing level of detail." I know that makes
- Stephanie Edleman**: I'm actually going to flip the first and second half of this sentence after talking with Melissa. It will still capture
- Monica Humphrey**: May be okay to pull this word to tighten the sentence a bit more.
- John Goodson**: ditto
- Monica Humphrey**: "in time" instead? This makes more sense for me when thinking about the family moment in the Chateau.
- John Goodson**: ditto

The screenshot shows a Microsoft Teams chat window. The chat history includes the following messages:

- Stephanie Edleman**: Quick reminder to all that if you have not had a chance to take a look at the Big Idea and Main Messages and provide feedback to please do so before the end of the day today! You can find the document by going to the "1-Concept Phase" channel and clicking on the file tab.
- Andrea Hughes**: In the new exhibit, we are planning to show a real object or two from our collection in a case next to the miniature museum. Susan and Kelly are hoping to be able to test this with visitors at some point, but in the meantime, maybe we can try it out ourselves? In the file section is a photo of the miniature museum and a document with photos of real objects in our collection. Check it out and see how many you can find!
- Stephanie Edleman**: Great idea Andrea! I'll check it out later today. Anyone that gives it a try post how many objects you were able to find and which ones you thought were way harder here in this thread!
- Stephanie Edleman**: I found the two dolls although I was a little unsure at first because they're slightly different in the miniatures, the hourglasses, the lantern, the painted oval box, and maybe the bowl. I think families will love doing this! And if there are any objects or materials we can add that can be touched, that would be great too.
- Monica Humphrey**: Fun!! I found everything but the hourglasses, I think!



Collaborative Docs & Comment/Chat Features

Example: Google Docs/Slides

The screenshot displays a Google Slides presentation titled "Webinar - Collaborating from Home". The main slide, titled "Tips: Virtual Meetings", lists four guidelines for virtual meetings. A comment from Cynthia Brown is visible on the slide. To the right, a chat window shows a conversation between Monica Humphrey and Charity Counts. A sidebar on the right shows a list of participants, including Cathy Hamaki.

Webinar - Collaborating from Home

File Edit View Insert Format Slide Arrange Tools Add-ons Help All changes saved in Drive

Background Layout Theme Transition

Tips: Virtual Meetings

We have a few other rules that help with virtual meetings.

1. **Test the technology** before your call. Allow a few minutes for everyone to get settled with the tech.
2. **Mute yourself** when you aren't talking.
3. Practice **active listening** skills, and show you are paying attention.
4. **Take a few minutes to embrace seeing your team!** Acknowledge the elephant in the room, connect and share.

Click to add speaker notes

Comments

Cynthia Brown 9:46 AM Today Resolve

We should also add something about having a distraction-free space for you and your team.

Chat

(5) Charity Counts, Cynthia Br...

Monica Humphrey: Thanks Charity- this is looking great! I've added a few thoughts and highlighted my input using "light cyan #2". :) I'm asking for my team's input too, will have added by EOD Monday. Also, I'm REALLY excited to learn from you all!

Charity Counts: Thanks, Monica!

Monica Humphrey has left.

Monica Humphrey has opened the document.

Monica Humphrey has left.

Monica Humphrey has opened the document.

John Shaw has opened the document.

John Shaw has left.

Monica Humphrey has left.

Monica Humphrey has opened the document.

John Shaw has opened the document.

Monica Humphrey has left.

Tricia O'Connor has opened the document.

Cynthia Brown has opened the document.

Monica Humphrey has opened the document.

Type here to chat

Participants

Cathy Hamaki Dec 30, 2018

I think this has potential questions set up as if bad guy, so terrible choices along with 'g

ce some good guy skills! In a Bad Guys found good guy and work on solvingivities here encourage you to work GOOD when you've got friends to help

ly be food) from a net/web. Weaving the the next, weaving over and under other

here there are multiple parts necessary to s, slides, etc.); parts can go together in team must work together to assemble the loom.

The Bad G--sorry, the GOOD Guys are disappearing and you'll together to save them from the hostile alien multi-butt-sporting ore it's too late! A series of tasks require the team to locate the Guys with Mr. Wolf, create a disguise with Mr. Shark, and solve the ns to launch the escape and back to earth.

Maybe, in true cat fas assembled this comp

Tips: Content Development

1. **Play tag team.** Share documents for team input.
2. **Get on the phone.** Don't let yourself or your team fall into silos.
3. Use **standard fonts** so that documents open without error
4. **Notify people when you make changes** to shared documents, such as “track changes,” or assign one person to manage changes with everyone else commenting only.



Tips: File Sharing

1. **Set standard file formats and folder structures** for ease of accessing information and searching materials.
2. Recommend using **cloud-based files**, to avoid confusion with versions of documents, etc.
3. Make sure someone is your **designated “driver” for the server**.
Who’s managing your backup versions?
4. **Software** that can help:
 - a. Dropbox
 - b. Google Drive
 - c. Microsoft Teams
 - d. Box
 - e. Basecamp
 - f. Dropbox Paper



Let's look at creative ways we've
collaborated with design and
production virtually...



Overview: Design and Production

How can we communicate and collaborate with designers and fabricators?

Examples we will share:

1. Collaborative documents and artwork files
2. Annotated PDFs/ Design Markups
3. Screen Share with Drawing Tools
4. SketchUp
5. Progress Photos or Video Tours



Collaborative Documents/Artwork Files

Example: AMM Conference E-Blast Copywriting and Layout in Basecamp

The screenshot shows the Basecamp interface with a navigation bar at the top containing 'Home', 'Pings', 'Hey!', 'Activity', 'My Stuff', and 'Find'. Below the navigation bar, the breadcrumb path is 'Marketing Committee > Docs & Files'. The main content area is titled 'Marketing Ebasts' with a '+ New...' button on the left and a 'Sorted' dropdown menu on the right. The list contains six items, each with a Google Docs icon and a title:

- March 24th ebast - sessions
- 3/10 Ebast
- 2020 Early Bird Announcement
- 2/6 - Behind the scenes
- Hotel Announcement
- CFP - Last Day

Each item has a 'Notes' section below the title. The '2020 Early Bird Announcement' item has a note that says 'This one's going out on Friday!' and a small image of a museum sign that reads 'PROUD MUSEUM PERSON' and 'MUSEUMS EVOLVING'.

The screenshot shows the Basecamp interface with a navigation bar at the top containing 'Home', 'Pings', 'Hey!', 'Activity', 'My Stuff', and 'Find'. Below the navigation bar, the breadcrumb path is 'Marketing Committee > Docs & Files'. The main content area is titled '2020 Early Bird Announcement' with a 'View on Google' button on the left and a 'Last updated by Jess on Feb 12' note on the right. The document content includes a 'Notes' section that says 'This one's going out on Friday!' and a grid of images. The images include a museum sign that reads 'PROUD MUSEUM PERSON' and 'MUSEUMS EVOLVING', a 'VDay Header.png', and a 'sponsor listing (2.12.20).PNG'. Below the images, there is a 'Comments' section with two comments:

- Charity Counts: I love all of this! Thanks, Jess! (Feb 12)
- Ben Barbera (Feb 13)



Annotated PDFs/ Design Markups

Example: Indiana Bicentennial Exhibit



Tricia O'Connor
a few seconds ago



fix U & LC -- "Indian



Tricia O'Connor
a few seconds ago



Take out the word 'C



Tricia O'Connor
a few seconds ago



Remove the word 'C



Tricia O'Connor
a few seconds ago

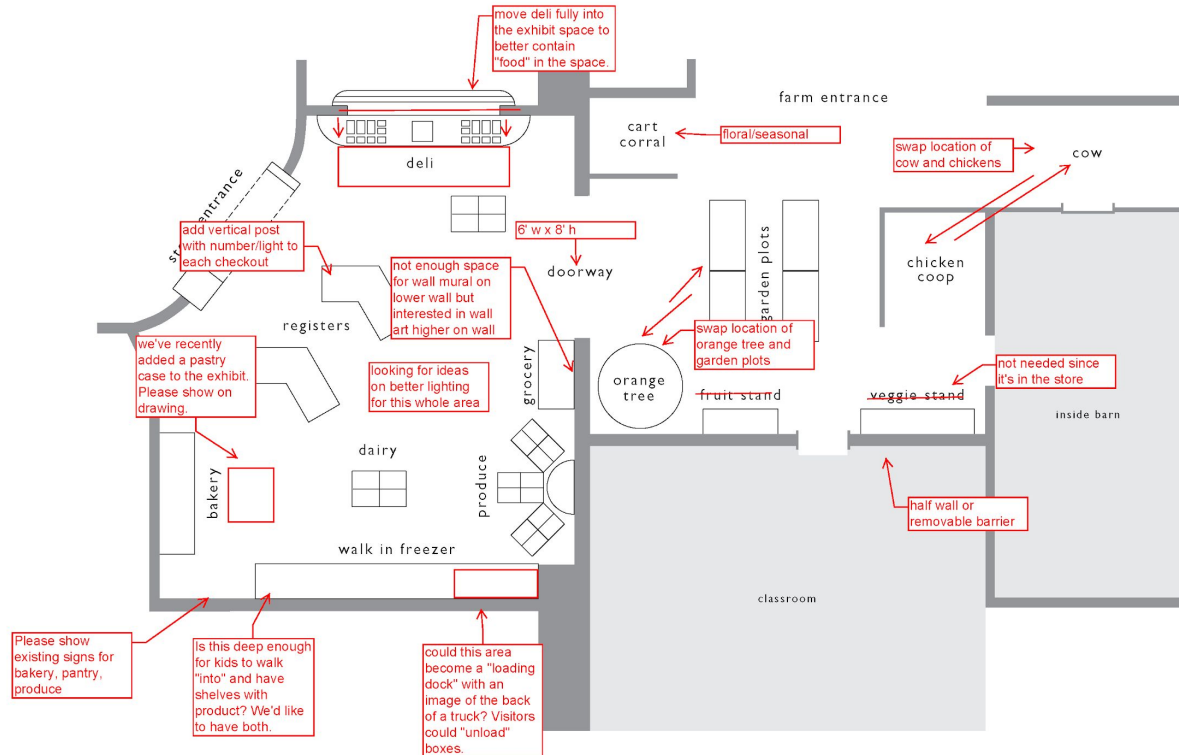


Add "Office of Comr



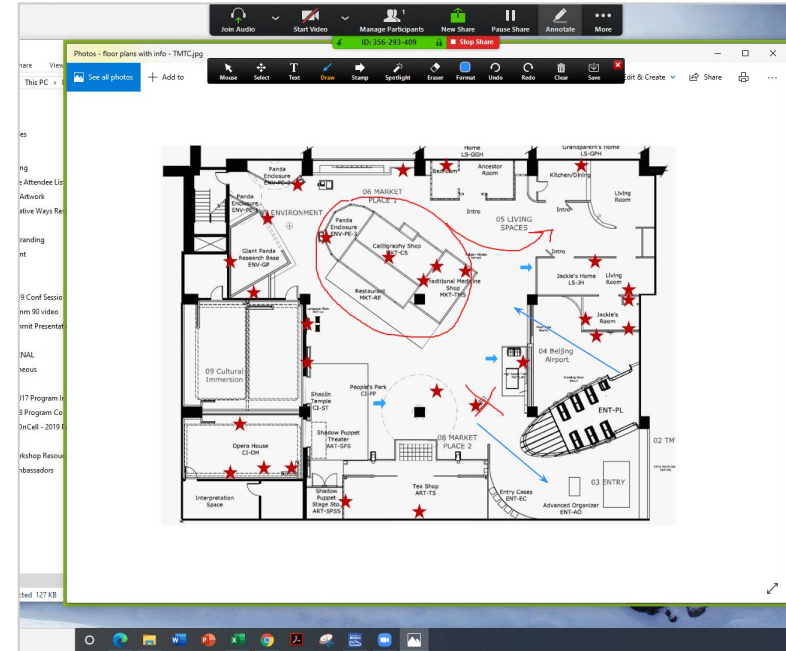
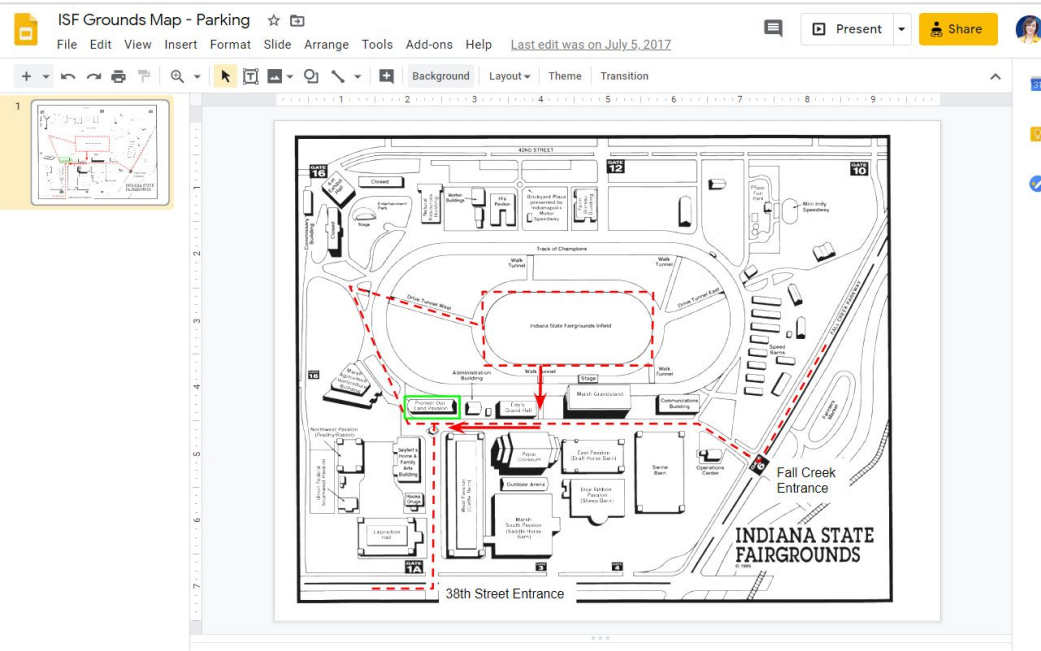
Annotated PDFs/ Design Markups

Example: Glazer Children's Museum Publix Exhibit Floor Plan



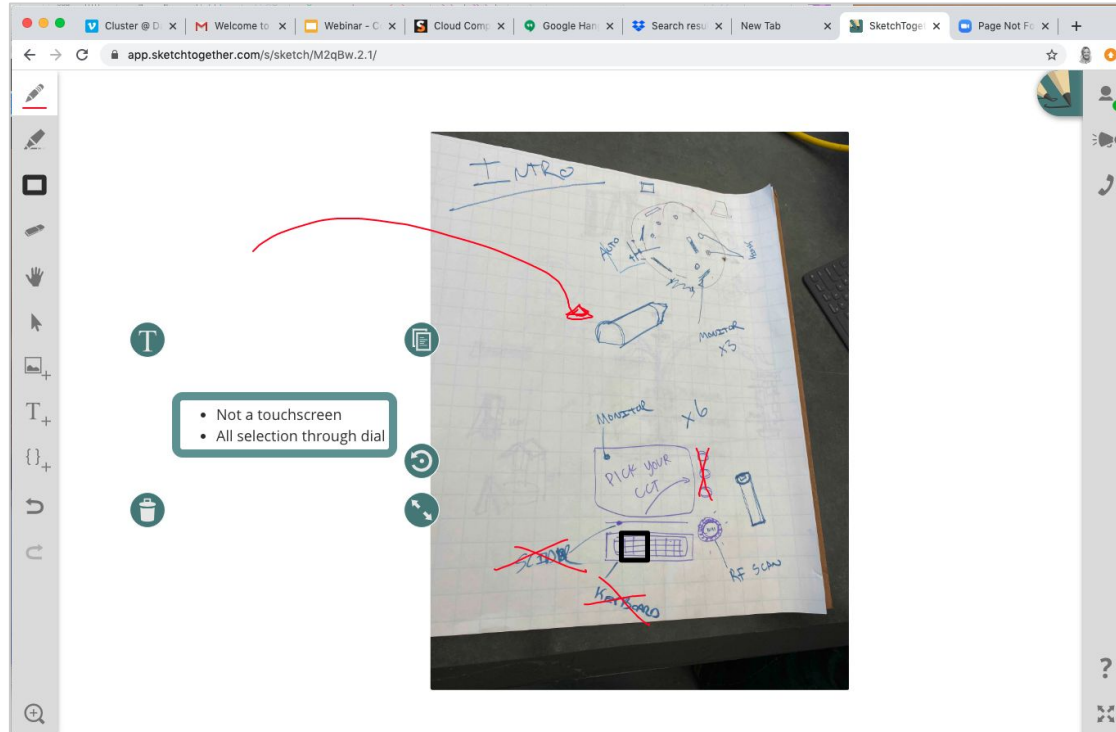
Annotated PDFs/ Design Markups

Examples: Google Slides and Zoom



Screen Share with Drawing Tools

Example: SketchTogether (free!)



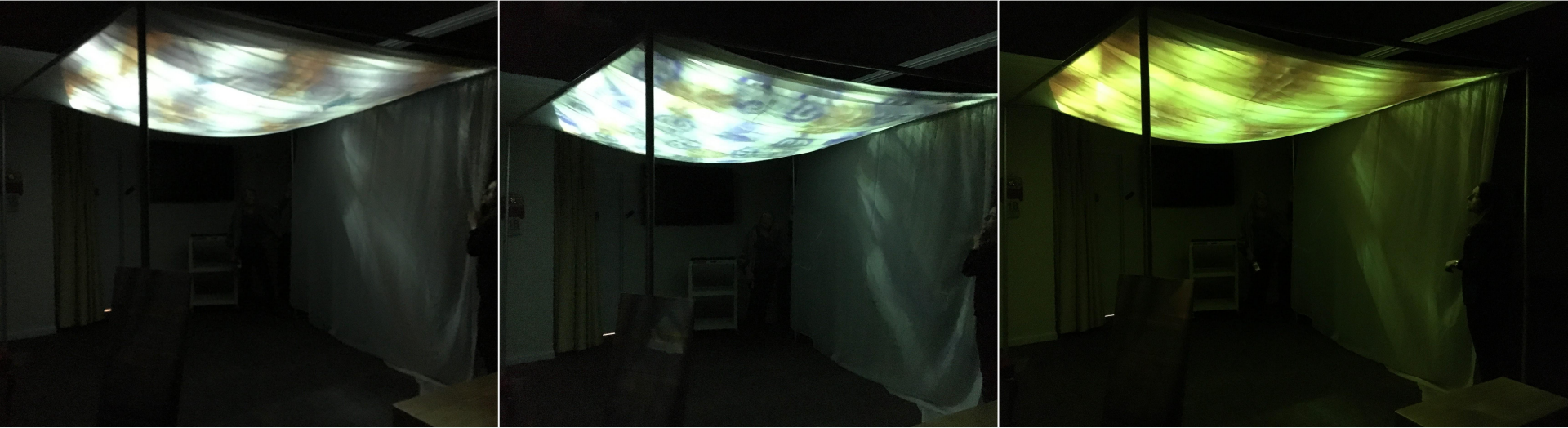
Create and Share in SketchUp

Example: SketchUp, Dance! (2017)



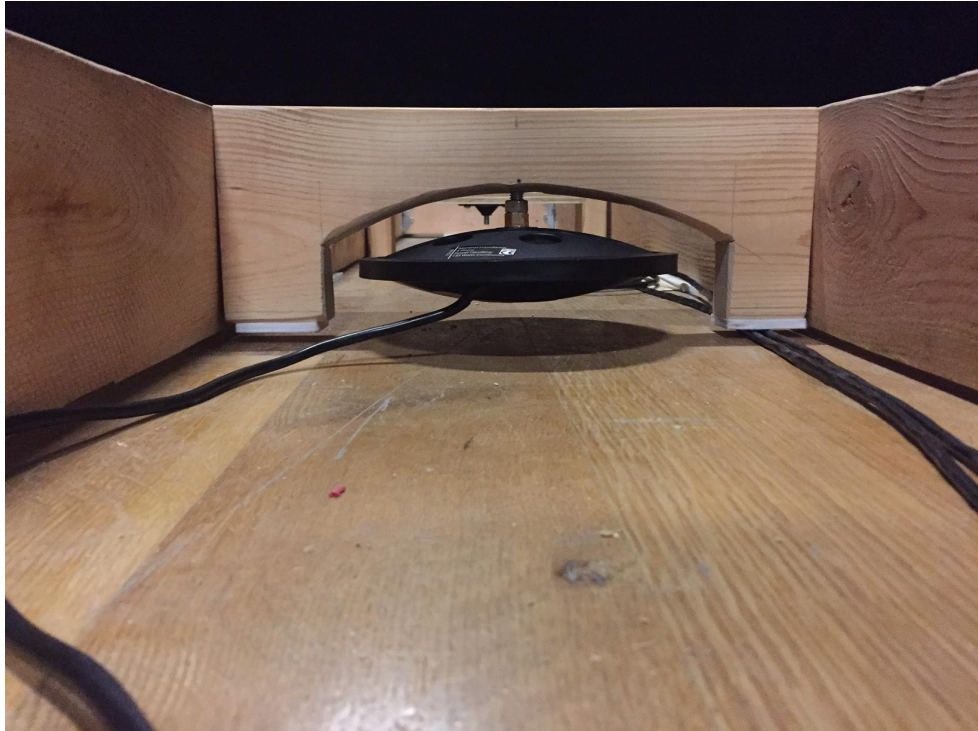
Progress Photos or Video Tours

Example: Prototype photos shared via WhatsApp, Fables Across Time



Progress Photos or Video Tours

Example: Progress photo sharing, *Pompeii: The Exhibition*



Tips: Design and Production

1. **Not everything can be done virtually** (fabrication, installation, etc.).
For today's situation:
 - a. Delay the installations and openings, if you can, for the safety of all.
 - b. Only essential staff, within the CDC limit of 10 people
2. **Communicating inside and outside your organization.** You may use different tools to collaborate but the same communication tips apply.
 - a. Make sure that you're using a common language
3. **Tap into museum networks** for assistance in areas where you have projects in the works. Don't be afraid to ask for help!
(Examples: AMM, TEN LinkedIn group, NAME Facebook Group, etc.)



Questions?



Resources:

1. AAM's Tips for Working Remotely: <https://www.aam-us.org/2020/03/12/15-tips-for-working-remotely/>
2. IDEO's Tips to Work Together:
https://www.ideo.com/blog/4-ways-to-work-together-when-we-cant-be-together?fbclid=IwAR24k3T6sngqjeMMolI36jx_lxrUJpMYrJJNgtliSIQtaczBNJZKeVlZjv2Y
3. NISE Net: Tips for Working Remotely:
<https://www.nisenet.org/blog/post/tips-working-home?fbclid=IwAR3SQ9Ptr8aQ-IGjIRajs-eYEOILARGDnTmJbNwWnZtLNYBIE7r3N5dros>
4. If you need remote exhibition help. Traveling Exhibits Helpers [Google Sheet](#)
5. [Brainstorming and chat mode in Mindmeister](#)
6. Paul Orselli's Exhibit Tricks "Work from Home" videos:
<https://blog.orselli.net/2020/03/lets-turn-work-from-home-time-into-new.html>
7. Cynthia Sharpe's Tips for Telecommuting:
<https://thinkwellgroup.com/2020/03/23/cynthia-sharpes-tips-and-tricks-for-telecommuting/?fbclid=IwAR0iLbZmfmmMKynLseGTqp2PAOhmuwMslTgLXUeLIVBVJUjvxpeprJkxSMx0>



Software Reviews and Discounts:

Product	Cost	Best Team Size	Participant Limits	Available Discounts	Notes/Reviews
Basecamp	\$99/mo	All Sizes	unlimited		basecamp.com/pricing / administrators can track multiple teams and projects
BlueJeans	\$9.99/host	All Sizes	25 concurrent connections; can pay to add more		bluejeans.com
Box	\$84/admin	All Sizes	Recommend capping at 1000		Box.com , Available on Tech Soup
GSuite	\$12/user	Small (1-10) Medium (11-25)	unlimited		Gsuite licenses get you access to all Google products (Hangouts, docs, etc.)
Microsoft Teams	\$8/user	All Sizes	unlimited	Included in Microsoft Office 365	May be the most natural transition, as many people use Microsoft Office 365
Mindmeister	Free/ 3 charts	Small (1-10) Medium (11-25)	Unlimited, recommend staying under 25	FREE	mindmeister.com
SketchTogether	\$9/year	Small (1-10)	unknown	Free version available	Sketchtogether.com / free version has limits for privacy, folders, etc.
SketchUp		Small (1-10) Medium (11-25)	unlimited	Discounts for non-profits	sketchup.com
Zoom	\$165/admin	All Sizes	100 in free and Pro plans		Available on Tech Soup / Free version has participant and time limits for meetings

