

# GUIDE: How to work remotely?

**Part 1**  
The best tools for remote work

## ● GENERAL TOOLS

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### G Suite

All your Google tools in one place

G Suite is a tool that combines Google's office suite tools (Gmail, Calendar, Docs, Spreadsheets, etc.). Google Drive is where we keep all of our documents – each team has their own Drive, where they share knowledge and store relevant information.



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### Slack

Super-fast communication with your team

We use Slack primarily as an internal communication tool, with channels for general company updates and messaging within our teams via group chats. We also use it to communicate with clients.



FREE

### Google Meet

Easy-to-use tool for video calls

Google Hangouts Meet is a free tool for video conferencing. We use it on a daily basis for 1on1 and team meetings, as well as calls with our clients and candidates. It's simple to use and synchronizes with Google Calendar.



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### Toggl

Time tracking tool for your projects

All our team members use Toggl to keep track of their working time. It gives you the option to measure time within specific projects and sorted by billable vs non-billable, which is especially helpful for our development teams.



## DEVELOPMENT TOOLS

### GitHub

Helping developers build software

Our developers use GitHub to collaborate on projects efficiently. GitHub works with Git that provides version control, so all team members can easily create repositories, review or modify their code and track changes.



FREE

### Jira

Manage all your development projects

We use Jira to work on all of our development projects. Each team has its own board, where they can track their progress, plan sprints and control the workflow.



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## QUALITY ASSURANCE TOOLS

### Browser Stack

Cross-browser tool for testing

Browser Stack is a testing platform that helps our QAs test web and mobile applications on all operating systems, browsers and devices – which is especially helpful while working remotely, when limited access can be an issue.



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### FunRetro

Improving sprint reviews and retrospectives

FunRetro is a tool that improves our development teams' collaboration, mainly retrospectives and sprint reviews. It also provides integration with one of our favourite tools, Slack.



FREE

## ● DESIGN TOOLS

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### InVision

#### Create and share prototypes

We use InVision for designing the flows of digital products and collaborating on them with the whole project team. It helps us keep everyone in the loop while creating new prototypes.



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### Sketch

#### Collaborate on your designs

Sketch is our tool of choice for collaboratively designing the user interfaces and user experience of web and mobile applications, that are created by our teams.



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## ● PROJECT MANAGEMENT TOOLS

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### Confluence

#### Share knowledge with your teams

Confluence is a great workspace for all our teams, where we share knowledge on our projects, We also use it to store other relevant information about the company with our employees.



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### Trello

#### Manage simple projects and team tasks

Trello works as a digital kanban board. We use it for following our progress on most simple projects and other team tasks. It helps us plan, track and prioritize our current work.



FREE

# LOOKING FOR REMOTE TEAMS?

You can also get a guide:  
How to offshore software development in **2024?**

Let's talk →



## CONTACT US



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