Toolsheet Messaging platform: Slack

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Author: Slack

Link: https://slack.com/

When to use it / Targeted skills:

Slack is a messaging platform that helps you organize discussions, share resources, and collaborate in real-time. Slack can be used for working and communicating with your team throughout the entirety of your game development project. It's especially useful when you want to make sure everyone is informed, involved, and included.

You will develop skills in digital communication, team collaboration, project coordination, and inclusive interaction in online environments.

What You'll do:

You will set up or join a Slack workspace and learn how to use key features, such as channels, threads, reactions, and integrations, to collaborate respectfully and efficiently with your team.

What You'll Need:

1. A computer, tablet, or smartphone
2. An internet connection
3. A Slack account (you can sign up for free at https://slack.com)
4. Your game/project ideas and any files you'd like to share

How to use it:

1. Go to https://slack.com and sign up or log in.
2. Join or create your team's Slack workspace using an invite link or code.
3. Familiarize yourself with channels. These are like chat rooms for different topics (e.g., #game-story, #character-design, #feedback).
4. Post a short message introducing yourself and your role in the project.
5. Use threads to respond to specific messages - this helps keep discussions organized.
6. For individual inquiries chat directly with a teammate via the Direct messages section - hover on "Direct messages" and click on the "+" icon to create a new direct message chat. This can also be utilized to address certain teammates in a group direct message without cluttering team channels (add multiple people when opening a new direct message chat).
7. For a quick face-to-face video or voice call meeting join a huddle – go to the relevant chat and click on the headphone's icon at the top right corner of the chat.
8. Mention teammates using @name when you need their input.
9. Share documents, ideas, and screenshots directly in the chat or by attaching files.
10. Use emojis or reactions to give quick feedback without cluttering the conversation.
11. Explore other useful commands like /remind to set team reminders, or /poll to make quick decisions.
12. Make sure everyone has space to share, avoid spam, and check in regularly with your team.

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Tips for Reuse / Continuation:

1. Create dedicated channels for feedback, inspiration, or non-work fun (like #memes or #music).
2. Set a daily check-in message or time to keep everyone aligned.
3. Explore Slack apps like Trello, Miro, or Google Drive to manage tasks inside Slack.
4. Keep using Slack even after your project ends - it's great for ongoing collaboration and creative support!

Languages:

Slack is available in multiple languages (adjust settings under "Preferences" in your profile settings).