



Using Google Chat and Spaces for effective team communication

by

```
<style>
/* Course Entry Route */
.row.courseRoute{
  margin-left:0;
  margin-right:0;
  padding-bottom:1em;
  margin-bottom:1em;
  border-bottom: 1px solid rgb(51, 51, 51);
}
.courseRoute div.caption{
  display: block;
  font-size: 0.75em;
  font-weight: 400;
}
.courseRoute .courseTitle,
.courseRoute .courseLength,
.courseRoute .courseType,
.courseRoute .courseDeadline{
  font-weight: bold;
  padding:6px 0;
}
.courseRoute .courseTitle{
  color: #2993d0;
}
.courseRoute .courseApply{
  padding-top:7px;
  padding-left:0;
  padding-right:0;
}
/*ACCORDIONS / COLLAPSE
*****/

.panel-group .panel {
  border-radius: 0;
}

.panel-group .panel+.panel {
  margin-top: 10px;
}

.panel-default {
  border-color: #e7e7e7;
  border-radius: 0;
}

.panel-default .panel-heading {
  padding: 0;
  background: transparent;
  border-radius: 0;
}

.panel-default .panel-title > a {
  display: block;
  padding: 28px 30px 28px 20px;
  font-size: 18px;
  color: #2993d0;
  text-decoration: none;
}

.panel-default .panel-title > a .prefix{
  display:none;
}

.panel-default .panel-title > a .fa {
  float: right;
}
```



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.accordionStandard .panel-default .panel-title > a{
  position: relative;
}
.accordionStandard .panel-default .panel-title > a .fa.fa-caret-right {
  float: none;
  display: block;
  position: absolute;
  right: 20px;
  top: 40%;
  top: calc(50% - 10px);
}

.panel-default .panel-title > a:not(.collapsed) .fa:before {
  content: "\f0d7";
}

.panel-body {
  background: #eee;
  padding: 20px;
}

.panel-open-all {
  border-top: 1px solid #e7e7e7;
  margin: 20px 0;
  padding: 20px 20px 0;
  font-size: 18px;
}

.panel-open-all .fa {
  margin-left: 5px;
}

.panel-group > .panel-open-all > a.closeAll > i.closeAll:before {
  content: "\f0d7";
}

.banner .accordion_box .panel-group .panel .panel-heading .panel-title a span.flagExternal{
  background-image: url('https://www.ucd.ie/t4cms/ucdmaincore_new_window_icon.png');
  background-repeat: no-repeat;
  background-position: center center;
  display: inline-block;
  width: 14px;
  height: 14px;
}

/*BUTTONS
*****/

.btn {
  border-radius: 0;
}
.btn-spacer{
  height: 34px;
}

.btn.default {
  color: #0a4873;
  background: #eee;
  border: 0;
}

.btn.blue {
  background: #2993d0;
  color: #fff;
}
.btn.blue:hover {
```



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background: #45a1de;
}
.btn.darkblue {
background: #0a4873;
color: #fff;
}
.btn.darkblue:hover {
background: #5f839e;
}
.btn.yellow {
background: #f0c650;
color: #0a4873;
}
.btn.yellow:hover {
background: #f8ce58;
}

main#single-column-content {
background-color: white;
}

.image.video img {
display: block;
margin: 0;
}

img {
max-width: 100%;
height: auto;
}

img {
vertical-align: middle;
}

img {
border: 0;
}

img[Attributes Style] {
width: 100%;
}
</style>

```

```

<!--<h1 class="pageTitle">General Information</h1-->
<h3>General Information</h3>

```

Did you know: Spaces on Google Chat is a supported and effective alternative to Whatsapp groups? And more besides - Spaces on Google Chat are more than just group chat: a Space is a central virtual "room" where groups can stay connected in UCD’s hybrid work environment. You can have a Space with both UCD and non-UCD members and can share files and assign tasks. Learn more about using Chat and setting up Spaces in this session from the UCD Digital Office. This session could be helpful for anyone who wants to explore quick and effective communication methods within their team or project.</p>

```

<div class="text">
<h3>General Details:</h3>
<h10></h10>
<dl>
<dt>Start Date:</dt>
<dd>23 Nov 2023</dd>
<dt>Start Time:</dt>
<dd>12:00</dd>
<dt>Duration(Hours):</dt><dd> 1.00</dd>
<dt>Location</dt><dd>Zoom</dd>

```



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<dt>Contact Name:</dt>
<dd>eag.training@ucd.ie</dd>
<dt>Contact Number:</dt>
<dd></dd>

```

</dl>

<div class="image video">

<IMG

```

src=W_HU_REPORTING.P_WEB_IMAGE?p_parameters=3BD002D2D66839190F9CAE7FD8324C383FE26E1C2559674A0A56E085F6B1E6C0A93833D7274714593BD
7A63D9D5E0132EA735388CEAE41C01D05539A8C39C3EC WIDTH=100%></div>

```

</div><!--/text-->

<h4>Please note that you must be logged into to avail of the Book Now function. </h4>

<div class="panel panel-default">

<div class="panel-heading" role="tab" id="heading99">

<h4 class="panel-title"></h4>

</div>

<div id="collapse99" class="panel-collapse collapse" role="tabpanel" aria-labelledby="heading99">

<div class="panel-body">

<p></p>

</div>

</div>

</div><!--/panel-->

<iframe

width="100%"

height="450"

frameborder="0" style="border:0"

src="https://www.google.com/maps/embed/v1/place?key=AlzaSyC54GPiiUtpxQhsRq9fwapW_SVhXsPBo1l&q=Zoom+,,,"

allowfullscreen>

</iframe>