Tips from Elisa Simantke:

Tips for successful cross-border cooperation:  
  
1. Clear deadlines: internal (group) and external (publisher)  
2. Get your publisher/editors involved early, if they are hooked with your story/your topic they will guide you towards how they want the story to be told  
3. agree on minimum goals you need to achieve to guarantee publication - helps to agree on priorities  
4. share your calendars - most of you has other projects on the side/holidays etc, its important to know each others availabilities and the amount of time dedicated to the project  
5. speak regularly (e.g. a video call every second week at a fixed day) and try to organise at least one midterm meeting in person. It's all about trust and therefore you need to know each other  
6. When you speak and agree on tasks etc: take minutes!  
7. include an agenda point "Meta/group performance" in your meetings - dont talk only about the content but also about the progress of the team: are we performing well? Is everyone ok with his/her role in the team? Any problems you could solve together better than alone?  
8. start sharing early: you are working in a language (english) which is not your mothertongue, your group members don't know the context of your part of the research, you might need to explain them national context which looks self explaining to you  
9. dont just dump material, always communicate and explain the others why it is important, offer them a small summary   
10. Have fun :-)  
  
  
This is the software we use as Investigate Europe (and which I can recommend) - we use Open source alternatives to most mainstream products due our standrds of data security, this is not necessarily needed in all constellations:  
  
1. Chat: Mattermost (Alternative: Slack)  
2. Videtalks: Jitsi (or Appear.in (Alternative: Zoom)  
3. Storage+sharing of documents/material: Nextcloud (Alternative: Dropbox, Microsoft Sharepoint)  
4. Collaborative work on documents: Only Office and Collabora work with Nextcloud (Alternative: most convenient: Google docs - but not for investigative issues! )  
  
I would also recommend all journalists (not only those dedicated to investigative issues) to install PGP to encrypt e-mails. It's not complicated and it gives access to many sources who won't trust you otherwise.