Technology configuration inventory

Name:	Mohammed Alharbi
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Instructions

It is useful to inventory the current technology configuration of the community, i.e., the current technology that the people working, learning, advancing knowledge (etc.) in the specific area you are engineering software for are using, as a way to understand the community better and what matters to them better. If yours is a new community, it may not have any specific technology yet, but even for brand new communities, the current configuration may not be empty, for instance if general tools like email or phone are going to be used. You can use a version of the table on the next page to inventory and analyze the current configuration of your community:

1. Get the big picture. Research the area and make a list of all the platforms and stand-alone tools in your community's configuration as best you can
2. For each platform, list the tools and check the ones that are being used. Why are some not being used? Are there duplicates? Are there issues around integration between tools?
3. To the left, make a note of which community activities/orientations the tools currently support in your community
4. To the right, identify the key features of tools. Are some of these features commonly or rarely used? What are the reasons for that?
5. Assess actual tool use if you can. Identify which are dominant and which are only used by smaller groups and individuals.

NOTE: Add new rows as needed below. Please know your search should be as exhaustive as possible given the area you are researching

Platform	Time.ly		
Supported activities	**Tools**	**Key features**	**Usage notes**
Event showcasing, event scheduling, calendar integration, event reminders.	Event showcasing, calendar integration.	Tailored for schools, colleges, and universities to beautifully showcase events.	Time.ly is designed specifically for educational institutions, making it a suitable choice for student communities to organize and promote their events.

Platform	Planning Pod		
Supported activities	**Tools**	**Key features**	**Usage notes**
Budget management, task assignment, event signups.	Budget management, task management, signups.	Combines multiple event planning tools for educational institutions.	Planning Pod offers a comprehensive suite of tools for universities and schools, simplifying the event management process.

Stand-alone tool	Eventbrite		
Supported activities	**Tool**	**Key features**	**Usage notes**
Event registration, ticket sales, event promotion, attendee management, and event analytics.	Event registration.	Used across various industries, suitable for entertainment, social events, classes, and charity events.	Eventbrite is a popular event registration software that can be utilized by student communities for a wide range of events, from social gatherings to academic seminars.