

## Technology configuration inventory

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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	WordPress Website ( <a href="https://saskrce.ca/">https://saskrce.ca/</a> )		
Supported activities	Tools	Key features	Usage notes
present time relative information to the community. this is by news of events or community posts	posts	<ul style="list-style-type: none"> <li>- can have wider amount of users posting not just administrators</li> <li>- has a</li> </ul>	<p>two sections of posts: news and member posts</p> <p>member posts used three times a big gap between the first time used (2021) and the other two times used (2023)</p>
apply for recognition award	Forms	allows members to fill out and submit forms	they also have a version of the form, from experience I know I had some confusion about this and submitted both
displaying material important for not only education	Webpage creation	easy webpage creation that allows for quick web page creation with a low ceiling	used to create most of the content on the website, this most likely is links to

		for use , no need to be technologically inclined	pdfs to download or links to other websites
adding functionalities that help facilitate	plug ins	- lots of creators making	a restriction on the usage of different plug ins

Platform	Facebook		
Supported activities	Tools	Key features	Usage notes
informing	Posts	text, pictures, and videos	usage is mostly to highlight achievements not only in the local RCE community but those abroad in other RCEs, a connection point to other communities. community leaders noted facebook has been less then optimal in providing
alert community to events	Events Page		not used since 2020

Platform	Global RCE Network Website		
Supported activities	Tools	Key features	Usage notes
Learning about Sustainable Development. Gathering tools to learn about and create processes to teach about sustainable development	Global projects map Posts	<ul style="list-style-type: none"> <li>- Able to search for projects with different criteria {SGD,Theme,Regional,ect}.</li> <li>- Dynamic project reports that are expanded to keep a log of the project as it expands and grows to reflect the growth of the project from beginning to current state</li> </ul>	Mostly this website is utilized heavily by the community but is not run by the community, it is a library of information some of which is contributed by this community, as well this website contains educational resources that are linked to by the communities hosted website

Platform	Twitter (X)		
Supported activities	Tools	Key features	Usage notes
communicate with those outside the community	Posts	<ul style="list-style-type: none"> <li>- create posts and retweet posts</li> <li>- text</li> <li>- vidos</li> <li>- pictures</li> </ul>	another method of communication not only within the community, but interacting with the outside community as well

Platform	Zoom		
Supported activities	Tools	Key features	Usage notes
Participation in online meeting	Video		monthly meetings
participation in online meeting	Voice		monthly meetings
participation in online meeting	Screen/video Sharing		monthly meetings

Platform	Youtube		
Supported activities	Tools	Key features	Usage notes
asynchronous meeting attendance	video hosting	<ul style="list-style-type: none"> <li>- posting a recorded video</li> </ul>	so far this has been used to host recordings of past award ceremonies.

Stand-alone tool	Email (Gmail)
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Supported activities	Tool	Key features	Usage notes
Main activity interaction point for Q&A, submitting forms , ect	email platform	sending/reciving email	<p>one of the main interaction points with community leadership, and for some interaction that may not be needed like finding a link to the virtual meeting. so many activities in the community depend on email the leadership this may create a bottleneck with too many emails for one person to answer .</p> <p>The itinerary of the monthly meetings is also presented between members of the community</p>

Stand-alone tool	Doodle		
Supported activities	Tool	Key features	Usage notes
Planning meetings	a tool for planning meeting times	<ul style="list-style-type: none"> <li>- creation of poll times that members can vot on for when they are free to coordinate meeting times</li> </ul>	Used by community members to set up meeting times outside

Stand-alone tool	Excell		
Supported activities	Tool	Key features	Usage notes
Data organization/Creation	Spreadsheet tool	<ul style="list-style-type: none"> <li>- Spreadsheet capability</li> <li>- ability to add mathematical functions to</li> </ul>	I know at least one community member uses it but it is not utalized by all members



		interact with the data	
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Stand-alone tool	Google Docs		
Supported activities	Tool	Key features	Usage notes
Data	word processor	<ul style="list-style-type: none"><li>- Word processor features</li><li>- concurrent editing with more than one person editing a document at once</li></ul>	

Stand-alone tool	Microsoft word		
Supported activities	Tool	Key features	Usage notes
	word processor		