Technology configuration inventory

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Community & UN SDG(s):	Quality Education – 4, Responsible Consumption and Production – 12, Climate Action - 13
Date:	21st October 2023

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	Email		
Supported activities	**Tools**	**Key features**	**Usage notes**
Communication, and Collaboration	Outlook, Gmail	Email, Calendar, Contacts	Primary communication tool, widely used

Platform	Facebook		
Supported activities	**Tools**	**Key features**	**Usage notes**
Communication, outreach	Groups, messages	Social Sharing, Messaging. Joining groups about specific issues and topics.	Outreach and community engagement

Platform	Environmental Defense Fund		
Supported activities	**Tools**	**Key features**	**Usage notes**
Environmental Education	Education about environmental factors	Educational Resources, Campaign Info	Valuable for environmental education and resources

Platform	**https://climatekids.nasa.gov/how-to-help/**		
Supported activities	**Tools**	**Key features**	**Usage notes**
Environmental Education	Educating kids on nature and climate action	Educational pictures, videos and simple explanations	Really good for children to visit and learn more about environmental factors

Stand-alone tool	Zoom		
Supported activities	**Tool**	**Key features**	**Usage notes**
Communication, Webinars	Video Calls, Webinar Features	Dominant for video meetings	Allows for recording that isn't high storage as well. Available everywhere and on everything.

Stand-alone tool	Discord		
Supported activities	**Tool**	**Key features**	**Usage notes**
Communication, Outreach	Joining servers about specific topics and issues	Chat, Voice, Collaboration	Effective for community engagement

Stand-alone tool	Google Sheets/Microsoft Excel		
Supported activities	**Tool**	**Key features**	**Usage notes**
Data Tracking, Analysis	Creating spreadsheets, charts, and other calculations for data. For example carbon footprint data can be visualized.	Data Entry, Analysis	Useful for tracking and analyzing project data.