

## 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	Facebook Groups		
Supported activities	Tools	Key features	Usage notes
Discussion	Discussion boards	Commonly used to talk with people inside the group	This is dominantly used of a way to check what is happening inside the group
See current/future events	Events	Used to make a list of current and future events of the group	From what I've seen this is not a very commonly used feature

Platform	Discord		
Supported activities	Tools	Key features	Usage notes

Discussion	Text/Voice Channels	Commonly used to talk with people inside the group either by text/voice chat	This is the way people talk with each other in this platform within their specific community
Events	Events	Used to make a list of current and future events of the community	I'd say this is more commonly used as most of the structured communities I am part of in this platform actually uses this tool

Platform	Twitter/X		
Supported activities	Tools	Key features	Usage notes
Discussion	Tweets/Xeets	Commonly used to post ongoing events of community	This is a quick and easy way for a community to let people know what they are up to

Platform	Instagram		
Supported activities	Tools	Key features	Usage notes
Discussion	Posts	Commonly used to post ongoing events of community	This is a quick and easy way for a community to let people know what they are up to

Stand-alone tool	Google Calendar		
Supported activities	Tool	Key features	Usage notes
Add present/future events as reminders	Google Calendar	Commonly used by some clubs as a way to see future events	Nice way for members in a community to see future events by a simple invite