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# Connecting and configuring IT Tools/devices for collaborative tasks.

As member of a group of people who are undertaking a shared task, I would need to configure the IT tools I will need to establish a successful remote collaborative meeting. I would need to organise and use the correct applications my fellow taskers are using, and issue invites via e-mail addresses, and state a clear date and time for the meeting.

A successful meeting would entail members to be using the same devices;

* Internet connection [Broadband suppliers [**Sky, BT, Virgin, Talk Talk, etc**]]
* Network router [organises communications between networks/individuals-server][[1]](#footnote-1)
* Camera
* Microphone
* Laptop/Desktop/mobile/Tablet

Originally these devices were only available individually, and users had to configure these devices separately, ensuring the correct drivers were compatible with your device and the software applications you intended to use.

However, today these devices can be bought integrated [Laptops, Tablets, Mobiles and [**All-in-one desktops**]]. The machine you are using has an operating system [**Windows, Mac, Linux**], these operating systems, have a facility to update software applications [**Drivers, latest versions**], the system will ask users if they wish to update, and this is configured automatically over the internet.

# Collaborative Technologies suitable for remote meetings

My personal choice of collaborative applications would be;

* **Microsoft Teams**
  + Easy to access and invite attendees, good visuals and audio, whiteboard and shared files, calendar, and free calling and private and group chats.
* **GitHub**
  + Good for storing files, files with HTML/CSS codes, sharing these files, cloud access.
* **OneDrive**
  + File storage, sharing, cloud access, free.

These applications are modern designs and come ready configured for users, enabling them to establish remote meetings, and these are the methods I use, connected via my broadband and with powerful download/upload Mbps speeds.[[2]](#footnote-2) (KJ, megabits per second (Mbps), 2022)

Other applications I would use to build web pages, documents, reports, are;

* Microsoft Word
  + Write documents
* Visual studio
  + Write code for web pages
* Inkscape
  + Design animations for use in web pages
* W3
  + To use as working index to help with code
* HTML symbols [Rapid Tables]
  + To access code for symbols [ @, **✓,** Xetc]

These applications will help me build and write files that will be saved and shared via the collaborative applications, used to establish successful meetings.

# Members/Attendees

To ensure I have access to my fellow taskers, I would set up a Group list or contact list, these lists are available in applications such as;

* **Outlook**
  + Personal tool for organising calendars, e-mails, contacts. Graphical user interface, application, Word

    Description automatically generated
* **Teams**
  + Collaborative applicationGraphical user interface, text, application

    Description automatically generated
* **Adobe connects**Graphical user interface, application

  Description automatically generated
  + Collaborative application

The above collaborative applications have an easily accessible page for users to invite members and set up remote meetings, which can be archived for future research.

# Bibliography

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1. (KJ, What Is A Router And How Does It Work?, 2022) [↑](#footnote-ref-1)
2. Megabits per second- measurement of broadband bandwidth [shows speeds] [↑](#footnote-ref-2)