BOTFL VI Knowledge Management Tips

Google Drive

* Google Drive enables straightforward data management and collaborative editing, and was our primary knowledge management platform
* Since internet is largely unavailable in the field, we downloaded important documents from Drive to our computer before departure.
* Notes taken on paper or in Evernote in the field were transferred to Google Drive ​when internet was available ​

General Tips

* Data from previous years is stored on Box with the general file structure: Box > BOTFL Development Materials > BOTFL - Resources > BOTFLVI 2014 Resources > Country Folders
* At the end of the semester, each team should upload important documents to their Box folder for future teams. A helpful file structure includes folders for: CRS Deliverables; Class Deliverables; Logistics; Background Research; Interviews/Company Visits (or something similar)
* A separate folder on Box is for photo storage; each team uploads select photos from their project
* Meet with other knowledge team members once or twice before departure to share ideas for knowledge management and ensure all teams are following consistent practices
* We took written notes in the field and, upon returning, uploaded iPhone photos of each page to our field notes section.  If your team uses Evernote, pictures of handwriting are text-searchable.
* Team Rwanda captured GPS coordinates of each interview location, again using iPhones, and then plotted them on a Google Fusion Table.  This *didn't* work well for us, but only because the iPhone GPS doesn't provide enough precision unless cellular data is turned on.