

## Quarter Plan

### Week 1

- Initial Customer Contact
- Begin Quarter and Testing Plans
- Find rooms for recording
- Plan recording sessions (how they will go)
- Flyer permission
- Flyers (create)

### Week 2

- Finish Quarter Plans by Wednesday, January 12
- Test recordings (tripod and Zoomvid-6 camera w/ built-in shoe mic)
- Compile testing CSV file
- Video content brainstorming session
- Refine splitter (work on decibels)
- Refine weaver (for any number of videos)
- Advertise recording sessions (discord + word of mouth + contact 49x profs)

### Week 3

- Advertise recording sessions (discord + word of mouth + contact 49x profs)
- Flyers (put up)
- Gain access to storage
- Video content brainstorming session
- Refine splitter
- Refine weaver
- **Milestone 2** on January 28 (Friday) - Content of videos planned out, scheduled recording sessions, have access to storage

### Week 4 (Jan 31 - Feb 4)

- Continue advertising (discord + word of mouth)
- Recording sessions in rooms
- Recording sessions in the wild
- Store snippets
- Test snippets through splitter

### Week 5 (Feb 7 - Feb 11)

- Continue advertising (discord + word of mouth)
- Recording sessions in rooms
- Recording sessions in the wild
- Store snippets
- Test snippets through splitter
- **Milestone 3** on February 11 (Friday) - Videos collected, tests created for splitter and weaver

### Week 6

- Create larger test CSV
- URL
- Hashing
- Refine splitter

- Refine weaver

#### Week 7

- URL hashing
- Regime splitter
- Refine weaver
- **Milestone 4** on February 25 (Friday) - Barebones version of program complete

#### Week 8

- Let client test the program
- URL hashing
- Refine splitter
- Refine weaver

#### Week 9

- URL hashing
- Refine splitter
- Refine weaver

#### Week 10 (Prep week)

- URL hashing
- Refine splitter
- Refine weaver
- **Milestone 5** on March 11 (Friday) - Program complete (still have to debug), using the final place to store snippets and videos
- Plan presentation

#### Week 11 (Finals week)

- Presentations

#### Jobs:

##### **Non-Programming Jobs**

1. Foundation communications and requesting advertising permissions
2. Put up flyers and advertise video recording sessions
3. Visit faculty/club members
4. Retrieve and process list of students, faculty, photos, and alumni classes
5. Recording sessions and video uploading
6. Client testing

##### **Programming Jobs**

1. CSV file testing and compilation
2. Maintain and test video splitter
3. Maintain and test video weaver
4. Debugging sessions
5. URL hashing sessions
6. Program output inspection, readability, and formatting fixes
7. Data storage maintenance