

## Quarter Plan

### Week 1 (Jan 4 - 7)

- 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 (Jan 10 - 14)

- 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 (Jan 17 - 21)

- 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
- Gained permission to advertise in the discord
- Requested permission for class photos

### Week 4 (Jan 24 - 28)

- Begin advertising (discord + word of mouth)
- Tested out camera for photos
- Video content brainstorming session
- ~~Recording sessions in rooms~~
- ~~Recording sessions in the wild~~
- ~~Store snippets~~
- Requested more storage
- **Milestone 2** on January 28 (Friday) - Content of videos planned out, ~~scheduled recording sessions, have access to storage,~~
- Test snippets through splitter

### Week 5 (Jan 31 - Feb 4)

- Continue advertising (discord + word of mouth)
- Content gathering: Recording sessions in 163/"wild", and class pictures
- Store snippets
- Test snippets through splitter

### Week 6 (Feb 7 - 11)

- Create larger test CSV
- URL/Hashing

- Refine splitter
- Refine weaver
- Recording sessions in 163/"wild", and class pictures
- **Milestone 3** on February 11 (Friday) - Videos collected, tests created for splitter and weaver, have access to storage, have an alpha version of URL and hashing

Week 7 (Feb 14 - 18)

- URL hashing
- Regine splitter
- Refine weaver
- Content gathering: Recording sessions in 163/wild, and class pictures

Week 8 (Feb 21 - 25)

- Let client test the program
- URL hashing
- Refine splitter
- Refine weaver
- Content gathering: Recording sessions in 163/wild, and class pictures
- **Milestone 4** on February 25 (Friday) - Barebones version of program complete

Week 9 (Feb 28 - Mar 4)

- URL hashing
- Refine splitter
- Refine weaver
- Recording sessions in 163/wild, and class pictures

Week 10 (Mar 7 - 11 Prep week)

- URL hashing
- Refine splitter
- Refine weaver
- Content gathering: Recording sessions in 163/wild, and class pictures
- **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 (Mar 14 - 18 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