Memo of Understanding

Mellon Interactive Community Engaged-Learning Toolkit

Purpose of Document

This is an informal agreement between the student development team and the community partner Mellon Community Engaged Learning Fellow to jointly develop a **prototype** software solution for the community partner's organization.

Overview and High-Level Goals

The project is a website for the Community Engaged Learning toolkit for Grinnell faculty. Its purpose is to guide faculty in creating community partnerships, designing and assessing community engaged courses, and helping faculty understand their unique value in academic learning. This is an important toolkit as community engaged learning is not typically a part of a faculty's training. The client hopes for an interactive resource that supports searching, exploring, enquiries. The most important feature is a searching mechanism where faculty can enter search terms and find related resources which can be in the form of different media types such as video, text, audio, etc...

Main Goal: Build a central place for faculty to go to when they have questions.

Key characteristics of the product:

- Provide a supportive environment for faculty with easy-to-navigate, inclusive and accommodating user interface and design.
- Minimize content of each page to enhance user experience by time-efficiency and clarity

Completed Project Example:

https://www.usf.edu/engagement/faculty/community-engaged-scholarship-toolkit.aspx

Design example: dschool.stanford.edu

Project Overview video: https://share.vidyard.com/watch/LbCUbeFqpvZn7ko79DMGR7?

App wireframe (created by Lia):
https://grinco.sharepoint.com/sites/msteams_0aae17-Teamwork/Shared%20Documents/Team%20work/Toolkit%20Web%20Design%20Sketch.mp4

This prototype might not be fully functional by the end of the time period of the agreement.

Time Frame and Meeting Schedule

This is a new project, so we expect to have a prototype web app completed during this first batch (Fall 1 2020), starting from 7th September 2020 to 16th October 2020.

Weekly meetings will be held on Tuesday 12:30pm - 1:30 pm via WebEx (with invitations from Lia Schifitto) for the purpose of checking in with the current progress and adjusting our goals and expectations accordingly.

Other updates, documents, and questions relating to the project can be posted on the general working channel on Microsoft Teams (including embedded project management tools such as Trello and Github).

The project will continue being developed during the course of CSC32 F2 2020 until the expected release date in December 2020 - January 2021.

Project Features

Includes a description of the features that the team will attempt to create during the term, with a note that you will do your best to deliver a working prototype that incorporates as many of these features as possible by the date of the last class.

These following features are expected to be finished by 10/16/2020:

- Home Page with drop-down navigation bar
- 6 different section pages with full content
- All pages will follow a template with header and footer design (provided by Lia)

These following features will be developed to the best of the team's ability but might not be fully functional by the end of this first batch:

- Search feature for keywords across pages with filter and sort tools.
- Glossary page with links to different sections and pages in the web app.

Our team will do our best to deliver the best prototype with as many features as possible by the last date of the agreement. We will work closely with the community partner for feedback on each sprint of the project and make appropriate modifications as necessary.

There are no costs to the community partner other than their scheduled time.