

STUDENT COPYRIGHT CHECKLIST (for students to complete and advisors to verify)

STUDENT: Answer question 1 below.

- 1) Does your solution to the competitive event integrate any type of music and/or sound? YES NO

If NO, go to question 2.

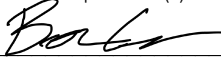
If YES, is the music and/or sound copyrighted? YES NO

If YES, move to question 1A. If NO, move to question 1B.

1A) Have you asked for author permission to use the music and/or sound in your solution and included that permission (letter/form) in your documentation? If YES, move to question 2. If NO, ask for permission and if permission is granted, include the permission in your documentation.

1B) Is the music/sound royalty free, or did you create the music/sound yourself? If YES, cite the royalty free music/sound OR your original music/sound properly in your documentation.

CHAPTER ADVISOR: Sign below regarding your student's answer(s) to the use of music/sound in his/her competitive event solution. Even if your student answers "NO" to question 1, please sign below noting that you have evaluated the competitive event solution and the student answered the question(s) accurately.

I,  (chapter advisor), have checked my student's solution and confirm that any use of music/sound is done so with proper permission and is cited correctly in the student's documentation and/or the solution has been found to have no music/sound included.

STUDENT: Answer question 2 below.

- 2) Does your solution to the competitive event integrate any graphics/videos? YES NO

If NO, go to question 3.

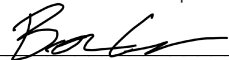
If YES, is(are) the graphics/videos copyrighted, registered and/or trademarked? YES NO

If YES, move to question 2A. If NO, move to question 2B.

2A) Have you asked for author permission to use the graphics and/or videos in your solution and included a permission (letter/form) in your documentation for graphic/video used? If YES, move to question 3. If NO, ask for permission and if permission is granted, include the permission in your documentation.

2B) Is(are) the graphics/videos royalty free, or did you create your own graphic? If YES, cite the royalty free graphics/videos OR your own original graphics/videos properly in your documentation.

CHAPTER ADVISOR: Sign below regarding your student's answer(s) to the use of graphics/videos in his/her competitive event solution. Even if your student answers "NO" to question 2, please sign below noting that you have evaluated the competitive event solution and the student answered the question(s) accurately.

I,  (chapter advisor), have checked my student's solution and confirm that the use of graphics/videos with proper permission and is cited correctly in the student's documentation and/or the solution has been found to have no graphics/videos included.

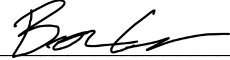
STUDENT: Answer question 3 below.

- 3) Does your solution to the competitive event use another's thoughts or research? YES NO

If NO, this is the end of the checklist.

If YES, have you properly cited other's thoughts or research in your documentation? YES NO

CHAPTER ADVISOR: Sign below regarding your student's answer(s) to having integrated any thoughts/research of others in his/her competitive event solution. Even if your student answers "NO" to question 3, please sign below noting that you have evaluated the competitive event solution and the student answered the question(s) accurately.

I,  (chapter advisor), have checked my student's solution and confirm that the use of the thoughts/research of others is done so with proper permission and is cited correctly in the student's documentation and/or the solution has been found to have all original thought with no use of other's thoughts/research.

TECHNOLOGY STUDENT ASSOCIATION PLAN OF WORK

Date	Task	Time involved	Team member responsible (student initials)	Comments
5/6	Began creating the documents required to make the website, including TSA competition forms.	1 hour	H.W.	Documents for planning and a task sheet were made in order to make group work as efficient as possible before the event project is due. The documents for TSA like the Student Copyright Checklist and the Plan of Work Log were also created in preparation to link to the website. The group is planning to meet tomorrow, 5/7.
5/7	Meeting to discuss outline of the project, including tasks to do and website layout.	1 hour	H.W., D.V., A.S.	We delegated tasks out, including research and documentation for each group member for them to complete. We plan to meet tomorrow, 5/8.
5/7	Began outlining the website pages and creating the layout for the pages as well as exporting it to Github Pages.	2.25 hours	H.W.	Even though there's a significant amount of information that our group still had to discuss together, we felt confident enough in our plan to execute a basic layout for the website by just creating the navigation bar for each webpage.
5/7	Began researching information to include on the pages, specifically, the About and Contact pages.	1 hour	D.V.	I researched info about some existing medical communications agencies, and chose favorable characteristics to include. I finished adding information to be used on the About Us, Visions and Values pages, as well as Contact and Our Team pages.

Advisor signature _____



5/7	Began researching on products and services a medical telecoms company may offer	1 hour	A.S.	I researched a lot of different telecoms companies and some telehealth companies to see what features we should add. Additionally, I began searching for some pictures to represent each of our proposed products.
5/8	Began adding the new information for the About and Contact pages to their corresponding places.	1 hour	H.W.	I took the information done by a group member and implemented it into the website pages as best as possible; there are still some bugs with formatting, but most of it looks like what we intended.
5/8	Meeting to discuss About page, Contact and Home page information, as well as finding images for website	.75 hours	D.V. H.W	We focused on the Home, Contact and About page during the meeting. We anticipate another meeting tomorrow, 5/9, where hopefully all of our required information is completed.
5/8	Finished adding the Meet the Team portion of the home page and added the pictures we've used thus far to the sources page.	1 hour	H.W.	We decided that because it's a telecommunications company, there should be team members associated with the company. Therefore, we added a roster of stock names and images to the home page to be the "board" for this company. Also, there was a contact form added, so some CSS was applied to that in order to make it look more appealing.
5/8	Created a mock website on Wix to experiment with color schemes, fonts, and layouts.	1 hour	D.V.	I wanted to find some sample designs for layouts that we could use in our website, and creating a mock website helped me experiment with possible color schemes and fonts.
5/8	Created a contact form with email compatibility for the site	1.5 hours	A.S.	We wanted a fully functional contact form so that consumers could contact us for information, so getting an integrated contact form working was very significant. We initially had some issues with the compatibility of PHP and GitHub Pages, but we eventually found a workaround.

Advisor signature _____



5/9	Finished writing the products and services page	1 hour	A.S.	Applied my earlier research on our products and wrote up blurbs with competitive pricings and appropriate pictures for each service.
5/9	Meeting to discuss products/services page and finish up research of the website.	.75 hour	D.V., H.W., A.S.	We finished discussing how the products page should appear, as well as the final aesthetics of the webpages. We anticipate turning in the website on 5/13.
5/9	Finished fixing the colors and making the website more mobile friendly	3 hours	H.W.	As per discussed in the previous meeting, the aesthetics of the page had to be heavily improved. We still have yet to add the products/services portion of the page, so that will have to be done later.
5/9	Started on making tabs and formatting the info into the Services page	1 hour	A.S.	We decided to format the Services page into a 3 tab layout with an image and text body in each in our prior meeting, so I got started on the basic html for this.
5/10	Finished fixing some overlapping issues and the sources page.	1 hour	H.W.	The sources page kept breaking in the mobile version of the website, so margins were rearranged in order to make it all look normal. There had also been some issues regarding the navigation bar not overlapping everything, which was also debugged.
5/10	Finished researching and writing information to include on the website, found images.	0.75 hours	D.V.	I did some research on what medical telecommunications is to be included as background info on our website, came up with a name for one of our products, and found any more images that needed to be added.



Advisor signature _____

5/10	Finished the tabs and inputting information into the services page	1.5 hours	A.S.	I had finished some basic html for the tabs and services information, but I had over complicated it. So, I changed it to a more simplified code and finished up the JavaScript for the page after inputting the information.
5/10	Finished adding extra information to the about page, recoloring more aspects of the website, as well as fixing the CSS for the services page.	1.5 hours	H.W.	There were many different places that were worked on, including the about and services page. After those were debugged, some time was spent just linking the images used onto the sources page.
5/11	Created a testimonial video for our homepage	.75 hours	A.S.	Our home page was pretty empty and bland, so I decided to add some product testimonials to add some substance to the page.
5/11	Added the newly finished testimonials video onto the home page and linked the images used onto the sources page.	.5 hours	H.W.	One of the group members decided to create a quick, 30 second video of testimonials for our website that had to be uploaded and integrated smoothly. The sources page had to be updated to account for the new images added to the video.
5/12	Completed student copyright checklist, emailed advisor documents that needed signatures, proofread the entire website, noted any needed changes.	1 hour	D.V.	After ensuring that all our graphics were properly credited and confirming the use of all external sources, I emailed the student copyright checklist to our advisor. I also read through all the content on the website and made a doc for any necessary changes.



Advisor signature _____