

# Collaboration Tools I

## What are Collaboration Tools?

Collaboration tools allow for better ways to organize individual work, seamless work between contributors, and a way to easily onboard new contributors into an existing workflow.

Notion: <https://www.notion.so/>

Notion is a good tool for building checklists, tables, and outlines for organizing resources and media assets. Notion pages can be used to create web documents, or shared amongst collaborators.

The screenshot shows a Notion workspace for 'Bradly's Notion'. The left sidebar contains a navigation menu with options like 'Quick Find', 'All Updates', 'Settings & Members', and a list of pages including 'Getting Started', 'Useful Links and Follow-up', 'Community Resources', 'Procedures and Follow-up' (selected), 'Calendar', 'Notes', and 'Add a page'. Below these are 'Templates', 'Import', and 'Trash'. The main content area is titled 'Procedures and Follow-up' and contains a checklist of tasks for onboarding and contributor management. The tasks are organized into sections: 'Onboarding procedure', 'Open-source Maturity Model', 'Contributor pipeline', 'Coding and Building Contributions', and 'Open-source Maturity Model' (repeated). Each task is preceded by a checkbox. The right side of the page has a 'Share' button and icons for comments, likes, and a menu.

Procedures and Follow-up

- ☐ Onboarding procedure
  - ☐ Version 5 of Onboarding Guide now complete (September 2021).
  - ☐ Community Navigator Website (<https://rokwirecommunity.web.illinois.edu/>) and Wiki (<https://github.com/rokwire/rokwire-community/wiki>) used as onboarding tools.
  - ☐ Community Calls (TBA).
  - ☐ Onboarding package (guides new contributors to starter materials). Need an introductory video perhaps.
- ☐ Open-source Maturity Model
  - ☐ Long-term planning (prioritize, evaluate what is early, mature in terms of development).
- ☐ Contributor pipeline
  - ☐ low- and high-review thresholds (pull requests and packager, respectively).
  - ☐ Open-source Contributor Master Plan.
- ☐ Coding and Building Contributions
  - ☐ Create a guidance tree (draft model on rokwire.org).
  - ☐ Coding → Github Pull Requests, Capabilities Catalog.
  - ☐ Building: Docs, Maintainer, Design, Discussion.
- ☐ Open-source Maturity Model
  - ☐ Long-term planning (prioritize, evaluate what is early, mature in terms of development).
- ☐ Recruiting contributors (NCSA, other units, off-campus).

Jesse Parent's website (built in Notion): <https://jesparent.github.io/>

The screenshot shows a research homepage for Jesse Parent. The header includes the name 'Jesse Parent - Research Homepage' and an 'About' link. The main content is divided into two columns. The left column features a profile picture of Jesse Parent, followed by a 'HAVE A QUESTION?' section with a 'Get in touch' link. Below this is a 'RESEARCH & ACADEMIA' section listing his roles: NSF Fellow, C.V., Orthogonal Research Lab, Cognition Futures, Society Ethics Tech (AI Ethics), and Get Involved. The next section is 'BUSINESS INQUIRIES' with links for 'Speaking & Consulting' and 'LinkedIn'. The 'SERVICE' section mentions 'Mentoring and Outreach'. The 'LINKS' section lists 'Google Scholar', 'Research Gate', 'GitHub', and 'Contact Form'. The right column contains a detailed bio of Jesse Parent, highlighting his roles at Orthogonal Research and Education Lab, his experience as a research resident, and his involvement in the National Science Foundation's CSGrad4US Fellowship. It also states his current research focus on metacognition and embodied intelligence, and mentions a mentorship program. An 'Application Deadline' section notes that Orthogonal Research and Education Lab is accepting applications for Spring and Summer 2022 interns and research assistants, with a link to 'Get Involved!'. The 'Research & Academic News' section lists two recent updates: a promotion to Project Information Manager at a major HealthTech company's R&D team, and the establishment of a partnership with Orthogonal Research and Education Lab, Cognition Futures, and Plot Twisters for research on Cognitive Science, Metacognition, and Social Cognition.

Jesse Parent - Research Homepage

About

**Jesse Parent**

HAVE A QUESTION?

Get in touch

RESEARCH & ACADEMIA

- NSF Fellow
- C.V.
- Orthogonal Research Lab
- Cognition Futures
- Society Ethics Tech (AI Ethics)
- Get Involved

BUSINESS INQUIRIES

- Speaking & Consulting
- LinkedIn

SERVICE

Mentoring and Outreach

LINKS

- Google Scholar
- Research Gate
- GitHub
- Contact Form

Jesse Parent is a Project Information Manager and Research Associate at a major HealthTech company, as well as Assistant Scientist and Lab Manager at Orthogonal Research and Education Lab, leading the Cognition Futures research group and founder of the Society Ethics Technology team. He has over five years of start-up experience, including time as former Director of Strategic Initiatives at StateOfTheArt.AI. In 2021, he was awarded a research residency grant from the Center for Enabling Effective Altruism Learning & Research, studying trajectories in artificial intelligence and cognition modeling. He was also selected to the inaugural cohort of National Science Foundation's CSGrad4US Fellowship, intending to pursue doctoral studies in Computer and Cognitive Sciences. Jesse writes, speaks, and consults on research topics, as well as the art of growing as a scholar, mindful of the challenges of the 21st century.

**Current research focus:** metacognition and embodied intelligence. Also, I am developing a mentorship program around being a researcher within the challenges of being a whole-person the 21st century. Looking forward to some major collaborations in 2022!

**Application Deadline:** Orthogonal Research and Education Lab is currently accepting applications for Spring and Summer 2022 Interns and Research Assistants - please see their website here: [Get Involved!](#)

**Research & Academic News**

- 01-14 Promoted to Project Information Manager at a major HealthTech company's R&D team!
- 01-05 Establishment of partnership of Orthogonal Research and Education Lab, Cognition Futures, and Plot Twisters for research on Cognitive Science, Metacognition and Social Cognition, affordances, and innovation in mentorship for researchers.

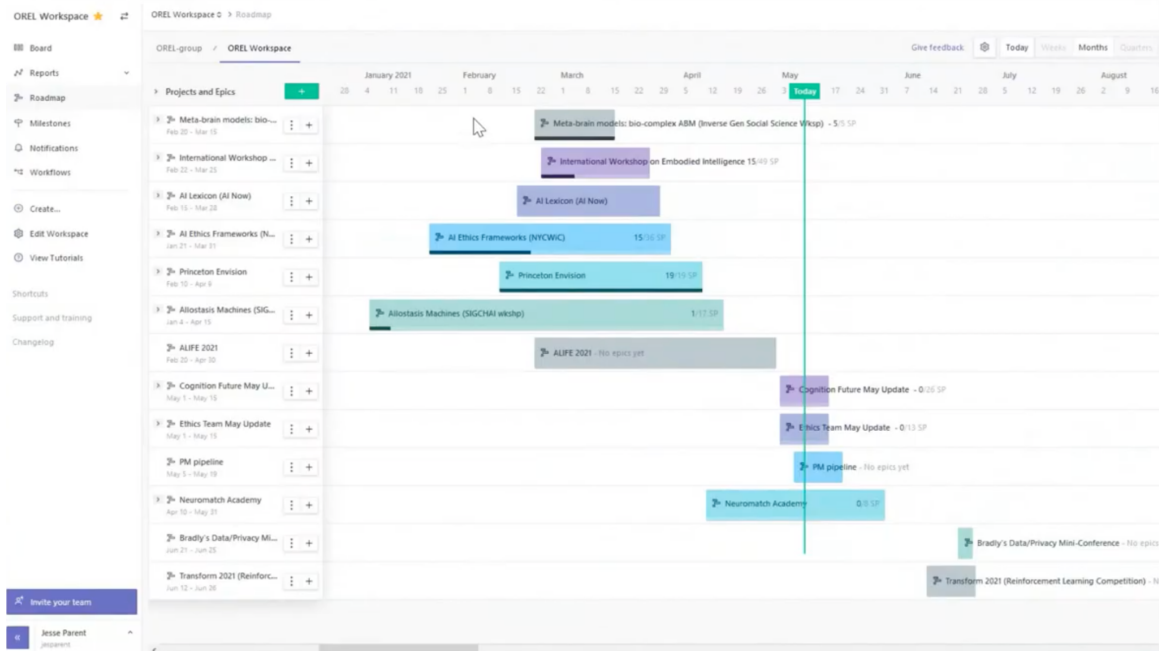
Obsidian: <https://obsidian.md/>

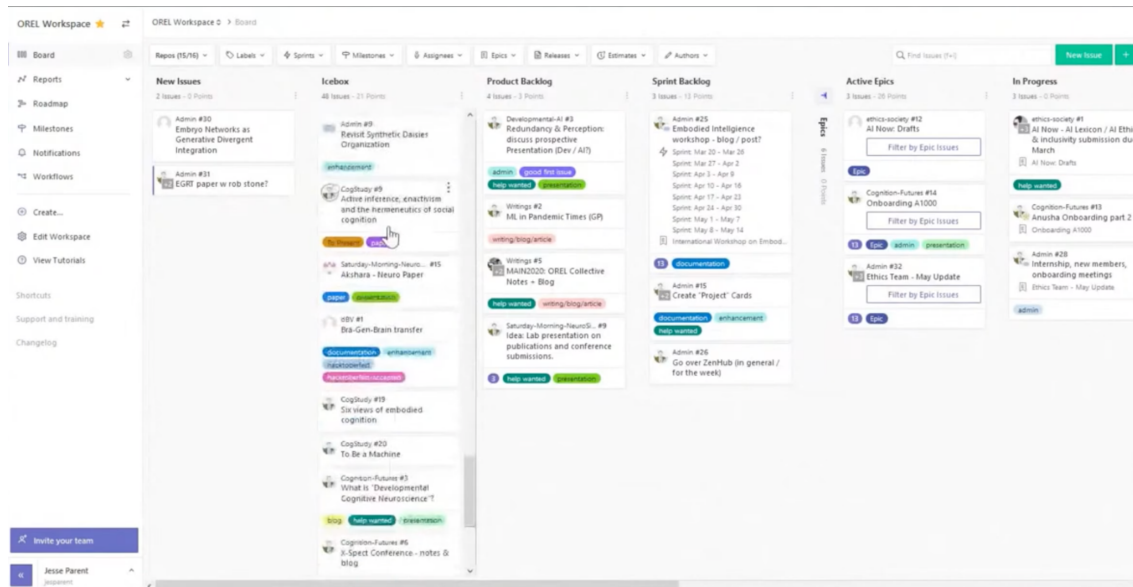
Obsidian consists of vaults where you can store and organize notes around themes. Here is an example of a student (Amanda Nelson) organizing a set of concepts using Obsidian (see [this video clip](#) for more).



Zenhub: <https://www.zenhub.com/>

Zenhub is a tool that allows you to organize milestones from a set of Github issues. There is both a timeline view and a Kanban board view, which can be helpful for seeing the big picture.





Organizing tasks using a timeline view allows us to track milestones, which are essential for complex tasks like public events.

## Milestones:

As the ZenHub demo shows, milestones are specific points on a project timeline. They may act as anchors or as concrete goals with an associated date. Prospective milestones can be flexible, depending on how much is achieved. Providing a concrete goal is good motivation for focusing efforts, particularly when open source contributions are involved.

Milestones also define points at which other team members might give input. Our milestones might be deliverable dates or dates when other dependencies are expected to be available. In this case, it is important to be flexible.

- A good tip for timeline building is to have parallel activities going on. If a dependency delays you or otherwise ties up your resources, you can focus on another task or milestone.
- A recommended read on Agile management processes and the rise of software development: <https://logicmag.io/clouds/agile-and-the-long-crisis-of-software/>

## Epics:

ZenHub also uses a type of organization called “epics”, which encapsulates a theme of work. Epics are similar to Github issues in that they are both organized by subject. However, epics introduce dependencies to your Github issues, and they can be used in tandem. This is different from sprints, where things are related by time. In sprints (as we covered previously), tasks are accomplished as an accelerated workflow. Using sprints, Github issues, and Zenhub epics together can be a very powerful way to synchronize community contributions and reduce conflicts with a top-down software development cycle (imposed by a core team of internal developers).

- An Introduction to Zenhub Epics: <https://help.zenhub.com/support/solutions/articles/43000010341-an-intro-to-zenhub-epics>
- Working with Epics in Github: <https://blog.zenhub.com/working-with-epics-in-github/>

Some readings:

What I’ve learned about open source project management: milestones (Tom McFarlin blog): <https://tommcfarlin.com/open-source-project-management-milestones/>

Milestones (GitLab docs):

<https://docs.gitlab.com/ee/user/project/milestones/>

The role of Milestones in Agile project management:

<https://blog.zenhub.com/what-is-a-milestone-in-agile-project-management/>

Sprints vs. Milestones:

<https://medium.com/@confeurhq/sprints-vs-milestones-6fe700d101f9>

A set of completed milestones from the Open Source Design project:

<https://opensourcedesign.net/milestones>

Other Project Management Approaches:

My favorite open project management tools:

<https://opensource.com/article/21/3/open-source-project-management>

Defining a Minimal Viable Community (Commsor)

<https://www.commsor.com/post/minimum-viable-community>