

## Role & Responsibilities

### **Visual Encoding Leads** - Most active time will be 10/22 in class - before class on 10/24

- Finalize the visual encoding design (soliciting input from the class as needed)
- Iterate on the the visual encoding design as needed
- Communicate any changes in visual encoding to the class
- Answer any questions on visual encoding

### **Data Collection Leads** - Most active time will be the days before and during class on 10/24

- Finalizing what data need to be collected for the visualization (soliciting input from the class as needed)
- Decide how the class will collectively collect and store data
- Answer any questions that arise during data collection
- Solve any problems that arise during data collection

### **Data Cleaning Leads** - Most active time will be the days before and during class on 10/29

- Between the end of the day on 10/26 and class on 10/29 look at collected data and devise a data cleaning plan
- Make judgement calls necessary for data cleaning, ensure consistency
- Delegate data cleaning tasks to the rest of the class on 10/29
- After class on 10/29 verify dataset is clean and ready to visualize

### **Visualization Stencil Leads** - Most active time will be 10/29 and 10/31 in class

- Delegate stencil creation to classmates
- Make any judgement calls necessary for stencil creation (ex. updating visual encoding to be "carvable")
- Collect finished stencils and ensure they are present in class for carving day

### **Visualization Set-up Leads** - Most active time will be after class on 10/31

- Take lead on setting up the physical visualization
- Stay attuned to the big picture of set up
- Delegate specific tasks to the set-up extra hands

### **Visualization Set-up Extra Hands** - Most active time will be after class on 10/31

- Help set-up the visualization, following the instructions of the set-up leads

**Visualization Q&A** - Most active time will be right after sunset on 10/31

- Be present for the visualization display to answer any questions viewers have

**Advertising Team** - Most active time will be the week prior to display week

- Generate advertisements for the visualization showing
- Distribute advertisements across campus

**Visualization Clean-up Leads** - Most active time will be roughly 2 hours after sunset on 10/31

- Take lead on cleaning up the physical visualization
- Ensure all supplies etc. are put away at the end of the evening
- Delegate specific tasks to the clean-up extra hands

**Visualization Clean-up Extra Hands** - Most active time will be roughly 2 hours after sunset on 10/31

- Help clean-up the visualization, following the instructions of the clean-up leads