

Assignment 3

Due at 11:59 pm on 14 May 2013. Email to domik@uni-paderborn.de, subject "Vis Assignment 3".

You are now part of a project team. First decide on the different roles for this assignment. You will need

- one minute taker (writes down what people say) = MT (in table below)
- one data expert = D (pick the one who knows most about the data to be visualized)
- one moderator = M
- n consultants = C

Everyone on the team has one or more roles! There is no need to practice the role play, it should be spontaneous – but you should have thought about the project before you meet for the role play. However, everyone should have a few minutes to think about their roles before starting.

D starts. MT takes minutes throughout the discussion and transcribes the information so that the group has a suitable document for future references. MT is responsible to submit these minutes to everyone in the group **and to me**.

PHASE	Key Question	Tasks	Duration
1. Casting			5 Min.
1 MT = Minute taker	Which data set	M chairs (moderates), opens	
1 DE = Data Expert	will be discussed?	and closes the discussion,	
1 M(oderator)	Who will	structures phases and keeps	
n C(onsultants)	play what role?	in contact with D.	
2. Narrative	What is the	D explains data and goals.	5 Min.
	essence of this	M listens attentively, may	
	data set?	coach along. C's listen and ask	
		questions if necessary for	
		further comprehension.	
3. Key Question	How can the data	D formulates the key	5 Min.
	set be visualized	question , e.g. How can we..	
	to maximize the	M supports: e.g. „What do we	
	outcome?	need to enhance/explore..“	
		D retreats now. S/he will	
		listen, but not participate in the	
		discussion anymore.	
4. Consultants	Discuss key	C's: formulate the potential	10 Min.
	question	of this data set, possible	
		goals/aims, possible	
		interactive visualizations.	
		D: listens.	
		M: watches for compliance	

		with D's narrative.	
5. Final	What does D	D reacts towards discussed	5 Min.
	have to say about	possibilities.	
	the discussion?		
6. Feedback	Final Discussion	What chances and challenges	10 Min.
		does the project offer?	

At the end also discuss when weekly meetings should take place. Name place and time and submit with other minutes to me, so I can visit your team meeting unannounced.

Form of meeting minutes for this and other meetings see below.

Please submit minutes from the team meetings always in the following form:

xth. Team Meeting Minutes
(Date)

Place:

Start:

End:

Minute taker:

Participants:

Absent with valid excuse:

Unexcused absence:

Top1:...list here the different topics you discuss...

Top2:

....

Topn:

List of Actions (This is the „To Do“ list for the future):

1. (what you have to do, finish until when, and who on the team has responsibility for this action – next time you need to check each item on the action list and make a note of the progress)
2.
3.

Next Meeting (Time, Place)

The minutes end with the name of the minute taker.