

# Process & Decision Documentation

This document is used to make your design and development process visible. At this stage of your academic career, you are expected not only to produce finished work, but to articulate how decisions were made, how ideas changed, and how collaboration (for the assignments that include group work) unfolds.

In professional and co-op contexts, employers do not only evaluate your final projects in your portfolio. They often ask candidates to explain their process, justify trade-offs, reflect on iteration, and describe their roles within a team.

You will need to submit a modification of this document for every group assignment (A1 – A3) and a shorter version for your individual assignments (Side Quests and A4).

For A1 – A3, this is a group document submitted once per group. Each group member must clearly document their own role and responsibilities. Different roles will naturally produce different design processes.

## Project/Assignment Decisions

Use this section to document key decisions that shape the direction, scope, or outcome of the assignment. The purpose is to make your judgement and reasoning visible, not to record every action taken.

What you include here should reflect decisions that mattered: moments where you chose one path over another, changed direction, or adapted to constraints.

The expected length and detail depend on the assignment.

## Side Quests and A4 (Individual Work)

Keep this section brief, typically 2 to 4 sentences.

- Asked prof for help when troubleshooting trying to download the software

## Role-Based Process Evidence

This section documents how your work developed over time and provides concrete evidence of your process. It is used to make your thinking, iteration, and decision-making

visible, whether or not GenAI was used. You may reuse relevant process evidence across documents where appropriate, as long as it accurately reflects the work for that assignment.

For group assignments (A1 – A3), this section is completed collectively, with clearly attributed role-based entries. For the group, your entries should correspond to elements shown in your process overview visualization such as stages, iterations, or decision points.

For individual assignments (Side Quests and A4), this section is completed individually, using a simplified version of the same structure. For Side Quests, you may omit sections below where no meaningful decision-making occurred. For example, for the first side quest which you need to just upload a blank p5.js to GitHub, you must have to remove a significant amount of the process based evidence as not a lot of design decisions were made.

Examples of acceptable process evidence include (but are not limited to):

- Screenshots of video editing timelines
- Drafts of scripts or research notes
- Annotated sources
- Sketches or diagrams
- Early document outlines
- Prototype screenshots
- Code snippets or commits
- Before-and-after revisions

Project management artifacts (e.g., task boards, timelines, coordination) may be included here when they are relevant to understand how assignment-level decisions were made.

If GenAI was used to support planning, coordination, or role management, this should be noted briefly here as part of the process evidence. Deeper reflection on how GenAI affected teamwork, fairness, and coordination over time belongs in the GenAI Reflections (A4).

```
## Project Title
Side Quest Week 1: Interactive Shape Switcher

## Group members
Emily Chan, ej5chan, 21074269

## Description
> This project lets users switch between shapes using keyboard inputs.
> It explores how visual feedback can communicate accessibility states.

## Interaction Instructions
> Press `S` to switch shapes and `R` to reset the canvas.

## Assets
List any images, sounds, or other files used in your assets/ folder.
Include in-text citations for all assets that are not your own, and
connect them to your reference list.

## Example:
> - `assets/sound/beep.mp3` (created in GarageBand)
> - `assets/image/background.png` (original artwork)

## References
Connect your in-text citations to the reference list along with
additional sources that informed your design but were not directly
cited. Provide all citations using the ACM reference format.
```

## Entry Header

Name: Emily Chan

Role(s):

Primary responsibility for this work:

### *Goal of Work Session*

Briefly describe what you were trying to accomplish during this phase of the assignment.

- download software
- create folders
- connect repos

Tools, Resources, or Inputs Used

- Lecture Notes

### *GenAI Documentation*

No GenAI used for this task