# DH101 Group A Project Charter

Means of Communication

# Choose three words to describe the way your group will work together.

* + **Respect**

# Balance

* + **Communication**

**Good!**

# How will we communicate with each other (e.g., text messaging, email, Google group, Trello, etc.)?

* + **Messenger**

# Zoom

**Okay, but can you say a bit more about here? What happens if someone doesn’t respond?**

File Storage

# Where will we store our ﬁles (e.g., Dropbox, Google Drive, server, etc.)?

* + **Google Drive**

Collaboration

# When we work on a document collaboratively, how will we share it?

* + **Google Drive**

**And how will you make sure not to overwrite anyone’s work in the google docs and or sheets? How will you handle version control?**

# How often will we meet outside of class? Where will we meet? Do we need regular meeting time?

* + **At least once weekly - Wednesday after lecture for up to one hour**

# - Additional meetings as needed

**Great!**

Project Roles

1. Assign the following roles to project member(s). Please note that no single team member is responsible for any of these roles; rather, the specialist coordinates activity related to this work and assigns tasks to team members. If your team has more than 6 members, multiple people may be assigned to one role.
2. Project Manager: Pays close attention to schedule and milestones. Alerts the team to possible roadblocks or time-crunches. Ensures that

communication among team members is eﬃcient and harmonious. Keeps track of all necessary project documentation. Takes notes at meetings.

Communicates team needs (for example, additional training on a tool) to the professor and TA. Submits milestones on time via CCLE.

# Muthu Palaniappan

1. Web Specialist: Oversees the design and structure of the site. Purchases server space for the project. Oversees the installation of the

content-management system and any required plug-ins. Works with the CMS (or HTML ﬁles) to ensure that the site performs to the team’s speciﬁcations. Installs any required updates to the CMS. Archives the project and submits the ﬁles to the professor by the end of the quarter. Communicates with the team after one year to see if team members would like to keep the website up; and if so, who should be responsible for it.

# Zack Pakin, Daniel Jaﬀe

1. Data Specialist: Oversees the cleaning, reﬁning, and augmenting of the group’s dataset. Teaches other team members how to use OpenReﬁne. Ensures the data is standardized, usable, and well-formatted.

# Daniel Jaﬀe, Zack Pakin

1. Mapping Specialist: Oversees the project’s maps. Geolocates data. Learns how to use (and teaches teammates how to use) the appropriate tools. Fine-tunes map display. Adds maps to site.

# Simon Zhang, Christy Yee

1. Data Visualization Specialist: Oversees the project’s data visualizations. Ensures that data is in the right format. Learns how to use (and teaches teammates how to use) the appropriate tools. Fine-tunes data visualizations and adds them to the site.

# Chinmaya Vempati, Simon Zhang

1. Content Specialist: Oversees the authoring of the site’s main narrative and ensures that the data visualizations and maps integrate neatly with the written content. Writes section headers and captions. Obtains necessary images and embeds them in the site. Oversees the creation of the “About” page.

# Christy Yee, Muthu Palaniappan, Chinmaya Vempati

**Great, there’s a lot of sharing of roles here. That will definitely help with coordination. Is that an equal leader partnership or is one person lead and the second person backup?**

Procedural Guidelines

# Do all decisions need to be unanimous, or is "majority-rules" OK?

* + **Democratic**

**Does this mean taking a vote? What happens if someone isn’t able to be present for a decision?**

# How will we prevent meetings from going oﬀ-track?

* + **Limited time**

# Meeting notes/list of topics to cover (goals)

**Great!**

1. **What are group members' pet peeves from previous collaborations? How will we avoid these?**

# Unresponsiveness

* + **Lack of communication**

# Putting people down/general dismissiveness

* + **Time conﬂicts / not being respectful of people's time**

**Very clear on what causes problems…so how are you going to prevent these things from happening?**

Preservation Plans

# What will happen to the project when we're done with it? Will we maintain it, or let it expire?

* + **Leave it up as a portfolio piece, but not maintain it**

**Good work – It would be helpful to be a bit more explicit about how you are going to address if/when you run into issues. This document is meant to serve as a roadmap for if someone has to take a week off because of illness, or has a test and can’t contribute as much one week due to their schedule, or needs more help one completing a task. If you talk about these scenarios now, it will make dealing with them easier if they should arise because you’ll already have a plan in place.**

**Preliminary grade: 92/100**