

Archivist / Asset Manager

Description: Responsible for acquiring, cataloging, managing and protecting the design team's assets.

Includes sketches, diagrams, schematics, drafts, documentation, and research materials.

- Maintain a repository of information on a cloud-based sharing platform (GitHub, Google Drive, DropBox, Box, et c).
 - Organize folders in a coherent, meaningful system.
 - Documentation of organizational best practices (i.e. how you organized things and WHY you organized them that way and how you would continue to organize the assets as the collection expands)
 - Establish best practices for handling data – file naming conventions, folder hierarchy
- Ensure all project participants are aware of where and how to store project materials
 - Sketches / Diagrams / Schematics
 - Drafts & Final
 - Documentation
 - Final presentations
- Maintain an inventory of all project assets on a spreadsheet or similar document, available with the project repository.
- Complete '4. Appendix' on project documentation, with specific emphasis on 4.1 + 4.2.

Archivist will also be responsible for:

- Collaboration with other project participants to ensure completion of '1. Executive Summary'.
- 250-500 word reflection on their role, their duties, and how they contributed to the project. Should include at least a passing mention of challenges and areas of growth, things that they stumbled on, and ways that their efforts could be improved on.
- Section of the presentation about their role, their duties, and the part they played in the pre-production, production and post-production of the group project.

Project Manager

Description: Monitor project progress and set deadlines. Includes calculating a prospective budget for the project, assigning 'project roles' in the project documentation / concept outline.

- Complete '3. Recommendations' in the project documentation.
 - Collect bios from project participants
 - Survey participant skills
 - Keep track of hours worked and resources expended in the production of lo-fi prototype
 - Research project budget & project financial figures for production of a hi-fi prototype
 - Include on an attached spreadsheet
 - Develop a projected timeline for production of the hi-fi prototype
- Coordinate communication between project roles.

Project manager will also be responsible for:

- Collaboration with other project participants to ensure completion of '1. Executive Summary'.
- 250-500 word reflection on their role, their duties, and how they contributed to the project. Should include at least a passing mention of challenges and areas of growth, things that they stumbled on, and ways that their efforts could be improved on.
- Section of the presentation about their role, their duties, and the part they played in the pre-production, production and post-production of the group project.

Prototype Designer: Physical Fabrication

Description: Prototype designer is responsible for realizing the group's design for a lo-fi prototype that suggests the look-and-feel of the hi-fi prototype and completed physical computing concept. Materials should be low-cost, sourced from available stock: printer paper, plastic straws, utensils, scotch/duct/masking tape, saran wrap, aluminum foil, index card, cardboard, brown paper bag, et cetera.

- Build prototype per specification
- Document process of prototype construction
 - Maintain notes on production process – how did it come together, what was tried and failed, what succeeded?
 - Maintain visual archive of production process – take pictures of production of physical fabrication as you go, as you deem appropriate
- Communicate with p5.js programmer about how the lo-fi prototype will represent the experience of the hi-fi prototype
 - Work together to complete '2. Proposed Physical Computing Concept' in project documentation.
- Communicate with project manager about use of materials + opinions about prospective timeline
- Cooperate with project manager on researching materials & construction costs for hi-fi prototype

Prototype designer will also be responsible for:

- Collaboration with other project participants to ensure completion of '1. Executive Summary'.
- 250-500 word reflection on their role, their duties, and how they contributed to the project. Should include at least a passing mention of challenges and areas of growth, things that they stumbled on, and ways that their efforts could be improved on.
- Section of the presentation about their role, their duties, and the part they played in the pre-production, production and post-production of the group project.

Prototype Designer: p5.js Programmer

Description: Prototype designer is responsible for realizing the group's design for a lo-fi prototype that suggests the look-and-feel of the hi-fi prototype and completed physical computing concept. Programmer should maintain documentation of the project, including running comments in code, screenshots of development process, and explanation of the program's relevant functions.

- Builds p5.js prototype to specifications
 - Include two "sensors" + two "actuators", which must be responsive to user inputs
 - Inputs can include mouse button, key press, mouse wheel, or any other user input that the designer deems appropriate.
 - Inputs may also include APIs
- Document process of prototype construction
 - Maintain notes on production process – how did it come together, what was tried and failed, what succeeded?
 - Maintain visual archive of production process – take pictures of notes + screenshots of production of program as you go, as you deem appropriate
 - Extensively incorporate running comments throughout code to explain what is happening and why + how it represents the eventual function of the hi-fi prototype.
- Communicate with physical fabricator about how the lo-fi prototype will represent the experience of the hi-fi prototype
 - Work together to complete '2. Proposed Physical Computing Concept' in project documentation.
- Communicate with project manager about use of materials + opinions about prospective timeline
- Cooperate with project manager on researching materials & construction costs for hi-fi prototype

P5.js Programmer will also be responsible for producing:

- Collaboration with other project participants to ensure completion of '1. Executive Summary'.
- 250-500 word reflection on their role, their duties, and how they contributed to the project. Should include at least a passing mention of challenges and areas of growth, things that they stumbled on, and ways that their efforts could be improved on.
- Section of the presentation about their role, their duties, and the part they played in the pre-production, production and post-production of the group project.

Project Researcher

Description: The researcher is responsible for two distinct phases of research. The first is the precedent research, when the researcher will conduct/guide a process of research and discovery into 2 relevant projects that overlap with this project. The second is the testing of the lo-fi prototype and the p5.js sketch. Extensive collaboration will be necessary with the project manager and archivist.

- Work with peers to complete '2.2 Precedent Research'.
 - Make an assessment of at least 2 relevant projects with conceptual, technical, and/or aesthetic overlaps.
 - Describe how the precedents relate to your design.
- Maintain archive of research materials, in collaboration with the project's archivist.
- Design and ensure the completion of an interview
- Design & ensure testing of lo-fi prototype +p5.js sketch
 - Coordinate with p5.js programmer and physical fabricator on timeline
 - Coordinate with archivist on completion of '4.2 Documentation of prototype (photos and/or video clips)', specifically in reference to interviews and testing.
- Collaborate with project manager on '3. Recommendations'.

Researcher will also be responsible for producing:

- Collaboration with other project participants to ensure completion of '1. Executive Summary'.
- 250-500 word reflection on their role, their duties, and how they contributed to the project. Should include at least a passing mention of challenges and areas of growth, things that they stumbled on, and ways that their efforts could be improved on.
- 5-8 minute presentation about their role, their duties, and the part they played in the pre-production, production and post-production of the group project.