

Team Role Contract

Team: UGA Experience

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Communication Guidelines:

The primary form of communication will occur through Slack. Slack should be a application that each group member monitors through the day, every day for communication from group members.

There are several channel in Slack, for the groups use. Messages falling under the urgent channel, should be responded to as soon as possible - most definitely within the day. If a message is posted in the main feed it is considered less urgent and members can take more time to respond, the general rule of thumb being 24 hours.

If needed, the group will also use Google Hangout for conference calls. Google Hangout will be used when not all group members can be in the same place at the same time or if something needs to be discussed through verbal communication, when meeting together is not possible.

Weekly Debriefings:

Every Thursday at 2 p.m., the group will hold a meeting where we will discuss upcoming assignments and go over what each group member is currently working on.

This time may change based upon availability from week to week, as Friday is also a viable day for us. However, no matter what the group will always meet at least once a week, and will most likely hold additional meetings each week as needed.

General Roles:

Producer: Megan Mowers

Visual Designer: Jake Schaffer

Technical Designers: Thomas Smith, Josh Smith

Content Producers/Publicists: Lindsey Conway, Thomas Smith

Individual Roles and Responsibilities:

While the general roles outlined above list the basic responsibilities of the team members, these roles are explained more in depth in the following paragraphs.

Megan Mowers:

Megan will be the group's producer and will be responsible for overall coordination of and communication within the group, as well as several different assignments throughout the semester. As the producer, Megan is responsible for keeping the members on track, setting due dates, and handling any difficult situations among the group when necessary. This might include individual conversations with any member who is not pulling their weight.

Megan will also work with Lindsey on the project proposal and presentation. This includes creating a write up of the project and presenting an explanation to the class. The purpose of the project proposal and presentation is to develop an initial description of the project. Megan will also work with Josh and Lindsey to create the project website. The website will include a description of the project, its technology, function, and purpose, and will serve to present our videos. The website will also include links to the other assignments done throughout the semester. Also was responsible for working on and developing the wireframe alongside Jake.

Jake Schaffer:

Jake will serve as UGA Experience's chief visual designer. Jake will be responsible for turning the groups visual concepts into reality. Along with technical designers, Josh and Thomas, as well as with Megan he will be one of the core leads on the wireframe project and will also help with the designing of many of the print materials from the website to the Blog post. Jake will also be responsible for coming up with a neat yet engaging design for the booth presentation poster along with Lindsey.

Jake will also be tasked with an important part of the project's marketing process, he will be creating the logo for the project. This is important because it is what people first see and sticks with the people who come to be engaged with our UGA Experience project.

Josh Smith:

Josh will be responsible for any technical elements of the project, working in a dual role with Thomas Smith. He and Thomas will work closely to split up technical work for the various projects throughout the semester. This will likely involve any coding needed for the 360fly technology or the website.

Josh will work with Megan and Lindsey on the creative and technical design of a project website. Developing code and producing written content for the web-pages and ensuring the site is developed and maintained properly.

In addition to the actual technical work of the project, Josh will lead the creative design of the project, making sure that the goals set are attainable and the project proposal is realistic and in accordance with the wishes of all team members. Along with presenting the project in its initial and final phases of development.

Working with Megan, Josh will also act as the project's outreach into the real world, possibly linking up the project with the goals of UGA departments focus on tourism and UGA marketing.

Lindsey Conway:

Lindsey, as a partner in the content producer role, will be responsible for a large amount of the written content for UGA Experience. She will be the lead contributor on the one-pager and other handout information and will be responsible for working closely with Thomas and Megan to produce content for the Blog and website. Lindsey will also work with Jake to produce the presentation poster.

Lindsey will make sure that all the written content supports the goals and ideas of the group and the overall success of the project. She will also work to create a visual design for the printed content that reinforces and focuses on the design aspect for UGA Experience.

Lindsey and Megan will make sure to discuss what the plan is for the project in everything from visual display to its use as a virtual tour for prospective applicants to the University of Georgia. We will also discuss the possibility of offering this technology to the University Orientation groups for use.

Thomas Smith:

Thomas will be responsible for any technical elements of the project, working in a dual role with Josh Smith. He and Josh will closely work together to split up technical work for the various projects throughout the semester. Additionally, Thomas will act as a technical consultant for any projects that require technical expertise.

In addition to acting as a technical designer, Thomas will also share the role of a content producer with Lindsey Conway. Thomas and Lindsey will work together to determine who produces specific content as the project progresses. As a general rule, Thomas will be responsible for any audiovisual content that the project requires. This will include audio/video recording, editing, and anything else related to visual media that does not include animation or website building.

Assignments:

The following is a list of the assignments throughout the course of the semester. Though a particular member of the team may take the majority of the work for any given assignment, the whole team will need to contribute to each assignment in one way or another and act as reinforcement if needed.

1. Project Proposal
2. Proposal Presentation
3. Wireframe
4. Wireframe Presentation
5. Website
6. Blog
7. Project Logo
8. Poster
9. Beta
10. Beta Presentation
11. Operational Project
12. Video
13. Booth Presentation
14. One-pager/handout

Team Culture and Communication:

Below are listed some guidelines of what to do in difficult group project situations.

Overall, we would like this group to be collaborative and have strong communication skills. To facilitate this, we have outlined specific ways to communicate group members and the best ways to do that. We have also listed specific group members responsibilities, and we have stated the fact that no member is completely on their own. If help is needed, the others will be there for them.

If someone is overwhelmed what do we do?

If a group member is feeling overwhelmed with the amount of tasks they have been assigned, they will need to make this known to the rest of the group. It is important that communication is strong between the members so that each can provide support or fresh ideas where needed. No member is completely alone on a single project. Every member will be responsible for providing help when it is asked for, so that each task is done to the best ability of the entire group.

If someone is overwhelmed with the amount of work they have, whoever in the group feels they have the least on their plate can offer to share in the work. Furthermore, if a group member feels they do not have the knowledge to complete the task assigned, they can turn to their members for advice or different knowledge.

If someone is not contributing/pulling weight what do we do?

1. The member who sees an issue or feels that another group member is not contributing should confront them in a constructive manner. The member should be told what is going wrong and how the issue could be solved.
2. If the issue is not solved, the first member should reach out to Megan to have a second talk with the member who is not pulling their weight. Megan should find out why the member is not doing what they said and if there is a way the group can help.
3. If things are still not going well with the member, it may be necessary to reach out to John Weatherford for help.

If someone is not responding what do we do?

1. If someone is not responding when needed, the first thing to do would be to call, text, email or slack the member, letting them know through several forms of communication that they are needed.
2. Once you have contacted them through the different forms of communication, give them about 30 minutes if the issue is extremely urgent or an hour if not as urgent to respond.
3. If something that the member is in charge of absolutely must be done in the present moment, the other group members should take over the assignment.
4. If one person realizes that something needs to be done, if you have already reached out to the lead member on the assignment and they are not responding, make sure to ask for other group members assistance.

If someone does not show up to presentation or meeting?

Everyone needs to be knowledgeable on the information so we can cover for another member if they for some urgent reason cannot attend a presentation.

Besides serving as a designated time to work on the project, the mandatory Thursday meetings will also allow each group member to explain what they are working on and what information the others should know.

Unknowns & Items to Adjust Throughout the Semester:

1. We don't know exactly how to edit the 360 footage other than using 360fly's proprietary editing app on the iPhone. This is something we will have to figure out as we accrue footage.

Things to Avoid:

1. Lack of communication. Make sure to check slack at least once a day and feel free to communicate with members through other modes of communication if a question or urgent comment is not responded to in an appropriate amount of time.
2. Not getting your assignments done - the group is counting on you! If you are having trouble, do not keep quiet. Reach out for help and advice. The more informed the rest of the group is on each individual's projects, the smoother the overall project will go.
3. Lack of motivation. Be proactive and get things done long before deadlines. Take the initiative to start a conversation with the group on what needs to be done and then do what needs to be done.
4. Do not start doing a project that has never been discussed for the rest of the group members' input though. We want this to be collaborative and make sure that each members' opinions are heard.
5. Do not stress. Again, if you are having problems, ask for help. Make your struggles know so that the rest of the group can give advice and help you.