

Fellow's Check-Ins

Project: Title (Project Lead)

Fall 2024 Shifts:

Portfolio Link:

Check-in Template

- Project updates
- Training review & portfolio
- Work log/NovaTime
 - Goals
- Any questions?

Example Check-in notes

- Project updates
 - Project lead wants to adjust the navigation of the website to be more intuitive
 - Co-Leads suggested the card-sorting method
 - Issue with uploading media on Omeka
 - Troubleshooting - Showed fellow how to convert HEIC files to supported files
- Training review & portfolio
 - StoryMaps training: Good start with *Sense8* StoryMap, but fellow is missing some of the required elements and responses to reflection questions
 - Fellow misread the instructions and will fix the issues in their drop-in shift.
- Work log/NovaTime
 - Timesheet looked good – thank you!
 - Goals – The goals look great! Fellow should let co-leads know if they need help with completing their goal of finishing the location metadata for the collection
- Any questions?
 - Is there a faster way to transcribe audio?
 - Yes- Co-leads will send them documentation for how to do so on Adobe premiere.

Older Check-in Notes