Name: Sanjana
Date: 3/27/20

Project Work I Did This Week: Please list each project task in detail (including stages: for example, research, drafting, revisions, etc.)

Presentation Design Toolkit Slides
   - Worked on using the UBC slide format to reformat the old draft of the presentation deck
   - Spoke with Matheus, Kartik and Harvey about dividing up future work amongst the three of us
   - Divided the feedback provided by Alex and Emma into tasks amongst the four of us
   - Will be working on finding more opensource images and citations for images that don't comply with the guidelines

Social Media Project Work: - Edited Dr. Pam's video interview using iMovie and by having Rahul on a video call meeting

Slack User Guide:
   - Worked on looking through the UBC IT modules on privacy and security on Emma's recommendation and gathered information to put on the slack user guide
   - Did research by looking through old slack user guides to gain a better sense of what to highlight and focus on for this slack guide

What resources did I use?
-List the hardware/software that you used. [Microsoft Word, iMovie, etc]
      - Microsoft Word, Google Slides
      - iMovie

Did I work with anyone else? If so, who?
      - Rahul (Social Media Project)
      - Matheus, Kartik and Harvey (Presentation Design Toolkit)

Did I accomplish what I set out to do? If not, why?
      - Yes definitely! This week was a little slower to get back into the flow of things, but it helped that I was working with other CLCAs and had deadlines to be held accountable for, either set by myself or by my team.

Project Work I'll Do Next Week: Please list each project task in detail (including stages: for example, research, drafting, revisions, etc.)	Estimated Time Spent
Presentation Design Toolkit: - Finish the slides and image citations and send the slides in for a second round of review	2 hours
Social Media Project Work: - Edit Dr. Neil's video interview - Send in the videos that have already been edited - Email Lia and Fey and ask them about the Whitney font and image transitions, and details about how to get the Chapman Learning Commons logo on the videos	4 hours
Slack User Guide: - Finish writing the guide and send it to Emma and Alex for feedback	3 hours

Is there anything we can do to support you in accomplishing this?
> - Feedback on all the content I need to send in for next week!

Resources I Plan to Use:
-List the hardware/software that you are using. [Microsoft Word, iMovie, etc]
> - Microsoft Word, iMovie
> - Google Slides

Please send the above in an email to Emma & Alex by each Friday at 12pm noon, starting on Friday, March 27.

Checking In:
-We ask that you complete the above **weekly email progress report**, due on Fridays by 12pm-starting on Friday, March 27, until further notice.
-Emma and Alex are also available to check in via phone, Skype/Zoom, or email. If you'd like to meet via phone or Skype/Zoom, please email us 2 times you are available and we will respond to you with a confirmed time. Please allow us up to 24 business hours to respond.

General Guidelines Surrounding Remote Project Work:
If possible, please continue to work on your current projects before starting something new. If you would like extra work or if your current projects are impacted by these recent changes on campus, Alex and I have created a list of options for Supplementary Remote Project Work. These new options can be found on the second tab of the Project Work Sign-Up Sheet.

If you are interested in taking on any of these projects to supplement your current project work, please feel free to let us know and sign up on the sheet. Please email us a short project proposal or brief if you intend to take on a new project.

Depending on the situation, it may not always be possible to fill 10 hours per week with project work, but Alex and I will do our best to help you fulfill as many hours as possible if you choose. *Please note that taking on additional project work at this time is optional*. We recognize that you are going through a very transitional time with the shift to online classes among many other things. We understand that the time you spend on project work will likely vary from week to week. Please note which projects you have been working on, on your payroll.