

Session 1 Workflow

Session Materials (priority order)	Due Date (to/from whom due date)	Sign-off date (by whom and due date)	Completed date
Content: PPT, Readings & source citations comprehension checks, mindfulness tasks discussion reflections	Robin uploads course materials to Box Course folder for session content & videos Due 4/1	Robin and Teresa Due: 4/1	4/1
Session 1 Outline	Teresa develops and reviews with Robin Due: 4/18 -	Robin reviews and signs-off Due: 4/18	4/18
Storyboard	Teresa develops and reviews with Robin Due: 4/20	Robin reviews and signs-off Due: 4/20	4/20
Content creation	Teresa Begins Begins: 4/21	Teresa Due: 5/8	5/10
Content Video Audio Transcripts	Teresa develops and uploads to Box. Teresa shares transcript and discusses video graphics and animation w/Mike Due: 4/22	Teresa Due: 4/22	4/22
Record video	Robin – intro Teresa – VO for 4 min. content video Due: 4/26	Teresa and Mike Due: 4/28	4/29
Video Production	Mike & Teresa Due: 5/6	Mike & Teresa Due: 5/8	5/8

Project Team

Robin - Subject matter expert

Teresa - Instructional designer, content developer, video manager, voice over

Mike - Videographer and graphic designer