

Project Matching and Logistics





This week

- Today
 - 1-2 PM: Project matching & logistics
 - 3-5 PM: Project documentation lab
- Wed:
 - 1-2 PM: Ethics, Prof Rob Miller
 - 3-5 PM: First lab check-in with mentors
- **TBD:**
 - **First Client Meeting**



Assignments

- **Today, 3pm:** Video assignment for lab
- **Next Session:** Read Cook & Hussey's Chap 2, follow-up from AT showcase
- **End of this week:** 1st blog post



Blogging

<http://assistivetech.mit.edu/blog>

Length: < 600 words

Use headings, subheadings, bullet points

Be creative:

- text, photo-essays, audio/video/visualizations, code, Storify, listicles, maps...



Agenda

- Your first lab check-in and client meeting
- Client matches
- Purchasing & reimbursements
- OCW Educator
- Confidentiality
- Releases

First lab check-in and client meeting

- Lab check-in 1:
 - Format of each lab check-in will be covered on Wed
 - Do preliminary research, generate questions for contextual inquiry & define team roles
 - Sign team contract
- Client meeting 1:
 - Must happen before Lab Check-in 2 (Wed, Sept. 24)
 - Occurs at client's choice of location
 - Mentor will accompany team
 - Sign client-team contract



Client matches

In the next 2 min:

- Find your teammates and sit with them
- Michelle will email your client and mentor contact information to your team after lecture

Client confidentiality

- Classroom policies
 - Client first-names only, in written assignments and presentations
 - Ask your clients before you post something public about them
 - Have a conversation with your client this week
 - Explain first-names-only policy in class
 - Explain why you need to take photo/videos
 - Project documentation, private
 - Video assignment, potentially public
 - OCW documentation for public
 - Ask clients **what** information they would be comfortable with sharing, and **how** it is to be shared
 - Offer clients the film/photo release, to be signed
- Your priority is your client's comfort**

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6.811 Principles and Practice of Assistive Technology
Fall 2014

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