**Data Collection Summary Sheet**

*This is a list of all the items you need to gather for our data collection. Everyone will label and save these documents using the data management strategy we agreed upon. Please be sure to label accurately.*

**Pre-planning:**

*Please submit by* ***Sept. 15th***

* List of places and organizations targeted for recruitment
* Short written description of your selection criteria
* Recruitment survey will be pulled from Survey Monkey by CNS
* Recruitment Flyer

**Session I: Orientation**

*Please submit notes, photographs, recordings and analysis by* ***October 1st***

Recording

* If possible, record small table discussions.

Note-taking

* De-brief of Nano-Game
* Dinner conversations (3 tech concerns)
* Caption-development exercises
* Conversation Cafe
 Plenary - report out
* Report out at the end, the curiosities & concerns.

Photography

* Capture stills of the process.

Other

- Collect worksheet of caption writing practice

Analysis

* Post Orientation Summary and Analysis
	+ This will draw together the themes captured at each table, as well as the group discussion reporting out those curiosities and concerns
	+ You will synthesize these notes, grouping interests, curiosities, and concerns together to use as a starting point for designing your tour and its stops (1-3 pages)

**Session II: Tour**

Deadline:

* Recording
	+ Record (or take detailed notes of) the final debrief at the end of the tour
* Note taking
	+ As needed. If you have the people, having one person take notes of their observations of who people are moving, responding, talking, acting is helpful, but not necessary
* Photography
	+ Take photographs of tour- places, people, process
* Other Materials
	+ Session II Agenda & Workbook
	+ Map of tour route
	+ List of sites (2-3 sentence descriptions)
	+ Bios and contact info for experts and stakeholders
* Analysis
	+ Researcher De-briefs (1-2 page reflections on process, content and outcomes by all involved researchers: What worked well? What could have been improved?)
	+ Provide 2-3 paragraphs on role and effects of interactions with ISE/museums

**Session III: Deliberation**

* Recording
	+ Record all discussions of Past, Present, Future Sessions
	+ Final Report out - live-capture, then transcribe
* Note taking
	+ Past Session: Record table discussions on flip charts
	+ Future: Take notes of dialogue when individuals present their images to group
	+ Group Synthesis: Use flip-charts to capture discussions during discussions about the role of tech, nano tech learning, visioning
* Images/Photography
	+ Collect Flickr photos - tag site specific
	+ Collect Flickr Captions
	+ Present Session: Take photos of the murals and captions
	+ Take photographs **or** transcribe all murals and flip charts
	+ Take group photo
	+ Photograph the sessions as they happen
* Other Materials
	+ Collect and scan workbooks
	+ Post-survey will be collected from Survey Monkey
* Analysis
	+ Provide 1-2 page researcher reflections: What went well? What was most challenging? What did you observe in terms of using the images? What would you do differently?