

Combining Scenes into an Act

As part of your preparation and in Cape Town, we'll ask you to write a number of scenes to help you define and investigate the scope and core issues of your project. Each week we'll meet to discuss your progress. To help your team and your advisors benefit from these weekly meetings, we'd like you to synthesize these multiple scenes into a document/webpage that --- in keeping with our theater metaphor--- we refer to as an Act. The purpose of writing the Act is to help you as a team take a step back and reflect about what you've done during the week, consider what you've learned, where the sticking points are, where you have disagreements, where you have gaps in your knowledge, how you plan to address those gaps, and your plans for the following week. In other words, the ACT is both a critical assessment of your work during the week and a planning document that outlines your strategies to advance the project.

Below is a preliminary template for composing an Act. In the course of the preparation, we will work together to devise a template that works well for your team. Avoid laundry lists – we want to know about the substantial activities and accomplishments of the week, not minutia.

ACT 1: Title:

Scenes: Include scene titles for all scenes, with links to those you've written up, and titles only for others that have not been written but nonetheless were important this week and are included somehow in the reflections below:

- 1.
- 2.
- 3.

Products: Note in headline form the web pages you made and other products that advanced project development this week, with links and a sentence or two explanation as needed.

- 1.
- 2.
- 3.

Key Observations: A listing with thoughtful discussion of each key observation made this week drawn from events, data collection exercises, etc.

- 1.
- 2.
- 3.

Reflections: This is the essence of the Act. Use this section to discuss main developments in your thinking about the project. What are the key issues you're wrestling with? What have you learned? What are you confused about? What are the key areas of agreement and disagreement? Etc.

Next Steps: List and discuss important next steps in your project. These can be in the form of new Questions to address, plans to make, activities to undertake, etc. Feel free to note important unknowns or uncertainties about these steps, or pose questions for advice from advisors or sponsors, etc.

- 1.
- 2.
- 3.