

## **SIMS 202 PHOTO PROJECT – Assignment 6**

### **Photo Annotation & Metadata Progress (Due November 26, 2002)**

#### **0. DOCUMENT SUMMARY**

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#### **1. Introduction**

In Assignment 5, a single consolidated classification was created from all of the individual group classifications, designed to be appropriate for all applications and as reusable as possible.

Your task now is to utilize the consolidated classification to annotate your project group's photos and add descriptors to facets as necessary.

Since this photo annotation will be ongoing for a period of time, and involves all members of the class working in parallel, there will be a designated weekly routine to streamline the process of extending the photo classification system.

The overview of the weekly timeline is as follows (detailed descriptions of each procedure appear in the next sections of this document):

1. Monday through Wednesdays: Begin annotating your remaining (application group) photos. [A note about quantity: In Assignment 2, you were asked to take "at least 10 photos per person." In Assignment 4 you were asked to annotate 3 of your photos, but you were using your application group's preliminary classification. Assignment 5 required that you annotate 1 photo using the consolidated classification. So, for this assignment, you should annotate at least 9 photos – which may or may not include the initial 3 you annotated for Assignment 4 – using the now consolidated classification.] If, based upon your new photo annotations, you require that additions be made to the descriptors of any given facet, email your request(s) to the designated representative for that facet group and remember to send a copy to [vivienp@sim.berkeley.edu](mailto:vivienp@sim.berkeley.edu). If you don't require any additional descriptor, you should send your annotated photos to [vivienp@sim.berkeley.edu](mailto:vivienp@sim.berkeley.edu).

2. Thursday through Friday: Each individual facet group reviews requests received during the previous Mon-Wed period for additions, and then submits a list of recommendations to the facet oversight group.
3. Saturday through Monday: The facet oversight group will make decisions on the recommendations they have received from each individual facet group. Once all decisions have been made, they will then send a finalized, consolidated addition list for the week to [vivienp@sims.berkeley.edu](mailto:vivienp@sims.berkeley.edu) in the form of a single Excel spreadsheet.

Every week, an updated version of the classification schema will be posted on the is202 website. The current status of requests being reviewed will always be available to the class as an Excel spreadsheet. A list of current requests being reviewed will be available on the website as well.

## 2. Photo Annotation

Individually, each of you will choose **9** of your own photos and annotate it with the new consolidated classification.

Pool the annotations into a file and send it to [vivienp@sims.berkeley.edu](mailto:vivienp@sims.berkeley.edu) by November 26.

Please, send one file per project group: [yourname]\_[groupname]\_photos.xls.

**Task:**     **Annotate 9 of your photos with the new consolidated classification.**

**Note:**     **Send your annotations progressively, weekly if it possible. Don't wait until November 26 to do it.**

## 3. Procedure for requesting additions to the consolidated classification (Monday through Wednesday only)

If you are annotating a photo and need a new descriptor, not yet included in the current consolidated classification, you can request the addition of this descriptor to the classification.

You will use the following procedure to request additions to the consolidated classification:

1. Identify the main facet to which your proposed addition belongs
2. E-mail the contact person for the facet group (a list of the contact people and their email addresses will be posted on the 202 web site) and (very important!) copy to Vivien Petras ([vivienp@sims.berkeley.edu](mailto:vivienp@sims.berkeley.edu)) when you address your email. Your request should include:

- a. An Excel file (file name format: “[Date]-[Facet Name]-[Name for New Term].xls”) with the following information attached:
- Requestor: (requestor’s name)
  - Request date: (the date on which you are making the request)
  - Status: SUBMITTED (It will have three possible values, Submitted, Pending, and Approved. Initially, the status will be Submitted)
  - Justification: Why you are requesting the addition or change. Please justify your request with examples.
  - Facet & Sublevels: (the exact complete path to the descriptor or facet in question).
  - Photo file name: you should write the name of the photo that you are annotating.

**Figure 1: Example of the “2002-10-05-Location-South\_Hall.xls” Excel file format (an example of this file will be posted to the Photo Project page of the IS202 website):**

	A	B	C	D	E	F	G	H	I	J	K
1	REQUESTOR	REQUEST DATE	STATUS	JUSTIFICATION	RECOMMENDATION	DECISION	FACET	PHOTO FILE NAME	SUBLEVEL1	SUBLEVEL2	SUBLEVEL3
2	Marc Gratacos	10/5/2002	SUBMITTED	I was annotating a photo of the			Location	marcg_2002-09-11_0019.jpg	Address	Building Name	Haas Pavillion

#### **Lead person of each Facet group:**

- Each Facet group should appoint a single contact person to receive emails with facet additions. Please send an email to the class [is202@simms.berkeley.edu](mailto:is202@simms.berkeley.edu) identifying this person by name and email address as soon as possible.
- A list of the contact people and their email addresses will be posted on the 202 web site.

#### **Notes:**

- You should send an email per addition request. For example, if you have two addition requests for the photo properties facet, you must send two separate emails.
- The Excel file should follow the name convention “[Date]-[Facet Name]-[Name for New Term].xls”. Using the example you saw, the Excel file should be named 2002-10-05-Location-South\_Hall.xls
- You can send requests Monday through Wednesday only.

### 3. Procedure for Facet Groups to recommend additions to the consolidated classification (Thursday through Friday)

After requests have been sent to the contact person of the appropriate facet group, the facet group should agree upon a recommendation about each request. These recommendations should be sent to the facet oversight group, which will approve or deny the recommendations.

Each facet group will follow these steps:

1. Upon receiving a new request for an addition, the facet group contact representative should copy and paste it into a consolidated Excel file (the file name format should be: “[Date]-[Facet Name]-Addition\_Requests\_Recommendations.xls”) containing any existing requests for that week. All duplicate requests should be removed.
2. Each facet group should meet to discuss the week’s requests and should write a recommendation for each.
3. These recommendations should be recorded into the “[Date]-[Facet Name]-Addition\_Requests\_Recommendations.xls” file (See Figure 2).
4. Once recommendations have been made, the facet group should change the STATUS of the each request to PENDING.
5. The facet group should email the updated recommendations Excel file “[Date]-[Facet Name]-Addition\_Requests\_Recommendations.xls” to the designated contact person on the facet oversight group, and (very important!) should also copy Vivien Petras ([vivienp@sim.berkeley.edu](mailto:vivienp@sim.berkeley.edu)) attaching the file.

**Figure 2: Example of the “2002-10-07-Location-Addition\_Requests\_Recommendations.xls” Excel file format (an example of this file will be posted to the Photo Project page of the IS202 website):**

	A	B	C	D	E	F	G	H	I	J	K
1	REQUESTOR	REQUEST DATE	STATUS	JUSTIFICATION	RECOMMENDATION	DECISION	FACET	PHOTO FILE NAME	SUBLEVEL1	SUBLEVEL2	SUBLEVEL3
2	Marc Gratacos	10/5/2002	PENDING	I was annotating a photo of the	We think that is neces		Location	marcg_2002-09-11_0019.jpg	Address	Building Name	Haas Pavilion
3	Maggie Law	10/4/2002	PENDING	bla bla bla	We think that is...		Location	mlaw_2002-09-11_0020.jpg	Address	Postal Code	94709
4	Vivien Petras	10/3/2002	PENDING	bla bla bla	We think that...		Location	vivienp_2002-09-11_0022.jpg	Address	Postal Code	94707

#### 4. Procedure for Facet Oversight Group to decide additions/changes to the consolidated classification (Friday through Monday)

Now that each facet group has emailed the “[Date]-[Facet Name]-Addition\_Requests\_Recommendations.xls” (Excel file), to the designated contact person for the facet oversight group, the facet oversight group should decide about each request and recommendation. (In cases where the facet oversight group does not agree with a specific recommendation, they will work with the requesting facet group to resolve the issue.) All final decisions should be added into the “[Date]-Decisions.xls” Excel spreadsheet and it should be sent to Vivien ([vivienp@simms.berkeley.edu](mailto:vivienp@simms.berkeley.edu)), who will post a new version of the classification if necessary.

The facet oversight group will follow these steps:

1. Upon receiving all sets of recommendations from each appropriate facet group, the facet oversight group should decide to approve or deny each recommendation. You should decide how to handle that process. You may want to do this using e-mail, meeting in person or using eD (<http://dream.berkeley.edu/ed>).
2. The facet oversight group should discuss the recommendations and decide about the requests.
3. The facet oversight group should change the STATUS of each request in the Excel file from PENDING to APPROVED or DENIED.
4. The facet oversight group should send an email to Vivien Petras ([vivienp@simms.berkeley.edu](mailto:vivienp@simms.berkeley.edu)) and to the contact people of all affected facet groups with two separate Excel files: 1) the updated, consolidated list of approved or denied addition recommendations (with decisions explained, see Figure 3), and 2) a newly updated version of the entire classification, including these files as attachments.
5. Once Vivien has received the final updates for the week, the TAs will post a new version of the classification on the website and update the status list accordingly.

**Figure 3: Example of the “2002-10-09-Decisions.xls” Excel file format (an example of this file will be posted to the Photo Project page of the IS202 website):**

	A	B	C	D	E	F	G	H	I	J	K
	REQUESTOR	REQUEST DATE	STATUS	JUSTIFICATION	RECOMMENDATION	DECISION	PHOTO FILE NAME	FACET	SUBLEVEL1	SUBLEVEL2	SUBLEVEL3
1	Marc Gratacos	10/8/2002	APPROVED	I was annotating a photo of the	We think that is neces	We agree that..	marcg_2002-09-11_0019.jpg	Location	Address	Building Name	Haas Pavilion
2	Maggie Law	10/9/2002	APPROVED	bla bla bla	We think that is...	We agree t	mlaw_2002-09-11_0020.jpg	Location	Address	Postal Code	94709
3	Vivien Petras	10/10/2002	APPROVED	bla bla bla	We think that...	We agree	vivienp_2002-09-11_0022.jpg	Location	Address	Postal Code	94707
4	Marc Davis	10/11/2002	DENIED	I was annotating a photo of a ro	We think that is neces	We don't agree	marcd_2002-09-15_0054.jpg	Objects	Table	Round Table	
5	Marc Gratacos	10/12/2002	APPROVED	bla bla bla	We think that is...	We agree that	mlaw_2002-09-11_0020.jpg	Objects	Color	Dark Brown	
6	Vivien Petras	10/13/2002	APPROVED	bla bla bla	We think that...	We agree that	vivienp_2002-09-11_0022.jpg	Objects	Number	Plural	10
7	Ray Larson	10/14/2002	APPROVED	I was annotating a photo of the	We think that is neces	We agree..	ray_2002-09-11_0019.jpg	People	Individual	Name	ORTIZ, RUSS
8	Marc Davis	10/15/2002	DENIED	bla bla bla	We think that is...	We don't agree	marcd_2002-09-14_0042.jpg	People	Individual	Name	KENT, JEFF
9	Kaichi Sung	10/16/2002	APPROVED	bla bla bla	We think that...	We agree..	vivienp_2002-09-14_0042.jpg	People	Individual	Name	BONDS, BARRY

## 5. Addition requests process overview

This flow chart diagram describes the process of extending the photo classification system.

