

The Value of Managing Space and Time with Video Recordings

Like all forms of information, video must be organized in a way the audience can appreciate. In the process, you must also work around the limitations of holding onto and hosting information. Since video takes up space, you can't store everything. There are always limitations, even if they're just of your audience time and patience. Nobody wants to see all the information there is, only what is relevant to them at the time. Interest can be wide, can vary, and can change, but they always have a limit. Therefore, deciding what is important to keep and what data is not relevant is a problem for anyone in-charge of keeping record. How does a single person decide what information is important to keep record of & what is relevant to what the audience desires?

The first step in deciding how to organize your information is to be aware of what is valuable to keep video record of. Having an idea about the goals of the group will help you understand what is important. If you know what the group wishes to achieve, then you also know which obstacles block accomplishment the most. As a video recorder, you want to focus on recording events that relate to reaching the goal or involve problems that are currently in the way. An example of something to record relevant to the goals of the course would include a presentation made by members of the group of their progress. While running through an experiment relevant to the project's goals could result in some interesting obstacles that would be good to have on video record.

Once you have an idea of what information is valuable, you then need a sense of which bits of information have priority. A single person can only be at one place at a time. Even with multiple recorders the places they can be is limited to how many of them there are. So when your group splits off to do various activities, you'll have to decide which work is more important to record at that time. Remembering your group's primary goals will help you set priority to the different tasks a group may split off into.

Even if a task is most relevant to the primary goal of the group, it doesn't mean that is the task you should focus on. Other tasks that are going on during that time may not be as important, but shouldn't be completely ignored. An important task that will happen again should take lower priority to a task that will only be done once, as long as both tasks are important to the group. If multiple tasks that will only happen once and occur at the same time, you may need to split your recording focus between these tasks so that everything important gets partial coverage.

Once you have gathered all the information from various tasks your fellow group members have done, you then need to sort that information off into categories that are easy to tell apart. In some cases, organizing the content based on the time it happens may be best. In other cases, it is best to organize that information based on who actually did those tasks or what was actually done. If possible it is best to categorize your content both ways. Some could be searching for what was done during a week, while others care more about how a certain task progressed throughout the group's time working together. If you group your content both ways, then your audience is never left searching around mindlessly for a set of information.

Even if you do a good job sectioning off your information, the best description and title are still vital to your task. Good titles and descriptions help the user decide if the content they look at is what

they seek before the video even plays. A good title will tell the user what the video is, while the description will confirm that the content is what they are looking to see. Without the proper title and description, your audience will waste some of their time watching videos to find out it did not contain the information they were looking for.

Good descriptions and titles help you organize and share content easier. A good description will allow you to tell what a video is about, even if you can't remember everything that happened. This saves you, as an organizer, time when grouping videos into their proper categories. A descriptive title that goes beyond “part 1” or “part 2” will allow you to differentiate several multi-part videos without having to dig into the description.

These ideas for properly organizing videos can be applied to other forms of data. We can never be at all places data is made and keep record of all information at once. We have to make choices of what is important and what should have priority. No one cares about all information at once. People want different information depending on the situation. So grouping and categorizing should apply to all forms of data. This way, the audience only has to sort through information that is relevant to them. Techniques like proper titles and good descriptions will allow a user to pin-point the data they seek with as little wasted effort as possible. Saving your audience time is well appreciated and will make understanding your group's efforts less frustrating. It will allow them to focus on what what is most important to them, making them care more about what your group's efforts are towards.