

Date	Project Activity	Notes	Actual Work Completed	Who Participates
April 2019	Survey Created & Sent to 100+ CSA Farmers to determine 10 best assessment questions for aspiring CSA farmers.		Met on April 1, 2019 at Lakeside Street Coffee House; discussed project and brainstormed key assessment questions. Created draft survey and sent out for comment via email.	Project coordinator, farmer personnel and interested farmers
April 2019	Survey Finalized and sent out to partners for distribution		Completed April 15, 2019	Project coordinator
May 2019	CSA farm survey reminder and last call.		Completed on May 24th (total response 64 farmers; 27 had interest in participating)	Project coordinator
June-July 2019	Quarterly grant meeting: Review survey results, identify ten questions and discuss best wording.		Completed on July 17th	Project coordinator and all farmer personnel
August 2019	Send follow-up communication to 10 farmers who participated in initial survey (with best/most interesting results) to incorporate their experiences into video.	Consider DIVERSITY of age, gender, geography, ethnicity, indigenous	Completed on August 21st-- reached out to 27 farmers, have ongoing communication with a dozen about being in film	Project coordinator and interested farmers
September 2019	Develop outline for each question as well as introduction and conclusion.		Decided to also include learning objectives for each film. This was completed by May 2020.	Project coordinator
October 2019	Pre-Production meeting with filmmaker; begin storyboarding outline		Ongoing monthly meetings began with filmmaker in April 2020 and ended July 2021	Project coordinator and filmmaker
October 2019	Quarterly grant meeting: Review outline, incorporate farmer feedback and experiences		Met three times (previously assumed only one would be necessary): July 17, 2019, December 7, 2019, February 2, 2020. Continued reviewing outline over emails after that.	Project coordinator and all farmer personnel
November 2019-March 2020	Write curriculum and create powerpoints. Collect other farmer videos, quotes, stories and experiences.	Work with Alan to outline instructions for collecting phone content + photos (or even hire extension) for farmers outside our radius	Curriculum step deemed unnecessary after drafting video outlines and learning objectives. Powerpoints also not needed. Collection of farmer videos, quotes, stories, and experiences were completed by February 2021.	Project coordinator
January 2020	Grant report on progress to SARE		Completed January 2020	Project coordinator and all farmer personnel

February-April 2020	Write script and make PDFs and worksheets.		Scripts completed by second film date on October 11th. PDF worksheets completed June 2021.	Project coordinator
March-April 2020	Quarterly grant meeting: Review curriculum, script and powerpoints. Add resources (ask group to brainstorm resources for each slide in advance)		Curriculum and scripts were reviewed outside of a meeting on an ongoing basis as scripts were completed. This step is now completed. Powerpoints will not be needed. Resource list was finalized in June 2021.	Project coordinator and all farmer personnel
April 2020	Incorporate changes to curriculum and powerpoints based on feedback.		Completed prior to August and October film dates	Project coordinator
May-August 2020	Film day(s).		Completed in August and October 2020	Project coordinator, filmmaker and farmer personnel as interested/available
August- September 2020	Create pre and post film surveys with evaluator.		Completed in July 2021	Project coordinator and evaluator
September 2020	Quarterly grant meeting: Review film, discuss any changes that need to be made in post production.		Completed in June 2021.	Project coordinator and all farmer personnel
September-October 2020	Post-production; add surveys to beginning and ending of films.		Completed in July 2021.	Project coordinator and filmmaker
November 2020	Launch 12 Videos on YouTube.		Completed in July 2021.	Project coordinator and filmmaker
January 2021	Automated email surveys go out three months after watching video		Scheduled to begin October 2021.	Project coordinator