

NAME:
PROJECT:

Notes, Ideas and Questions

01 TYPES OF DATA
(what)

02 DATA COLLECTION
(how much, how often, and when)

03 NAMING FILES AND FOLDERS

04 SOFTWARE USED

05 METADATA
(Information about your data)

06 STORAGE AND SHARING
(where and who)

07 INTELLECTUAL PROPERTY (IP)
COPYRIGHT AND LICENSING
(ownership and rights)