OSE raw media uploads standards

The following is a discussion of organizational standards for the ose YouTube page. Formalizing the way that our raw files are assigned titles, descriptions, tags and other metadata will allow collaborators to quickly and easily access exactly the information that they need.

The discussion begins with what we want from the

Goals for standards
Since we want collaborators to find content quickly using a variety of search parameters, it's important to make our videos *breifly* and *robustly* described.

When we consider how to organize information, we should consider who will be using it. Our raw files should be *primarily directed at those who would compile our files together into cohesive videos*, although some of them might be viewed by end users as well.

Standards to be implemented
- Title
  - Titles should include a brief explanation of the content (i.e. "post-dinner orientation discussion")
  - You can recent uploads to determine if someone else has already uploaded a video of the same subject. If they have, *use the same title prefix* so that collaborators know that your media is recording the same event. Augment the title with what is unique about your video
    - For example, the shot might be a 'close-up,' a 'long-shot' or a 'medium shot' depending on the distance from the subject
    - You might make the distinction by quality if you're uploading a higher quality shot
    - You may be shooting the same event with a different subject, for example, we might have "Kyle's speech" and "Kyle's speech - Crowd reaction"
- While uploading a video, click on Advance settings to modify the following features:
  - Under the *License* drop down menu, change the license to Creative commons - Attribution (info on this license here http://creativecommons.org/licenses/by/3.0/us/)
    - I don't know enough about licensing or this license in particular to know that this is really all we need, input appreciated!
  - Also, so that we can easily search videos by date, click the 'Today' button next to the 'Recording date' field (assuming that your media was recorded today).
    - We may have to add this to the title, as youtube does may not allow for searching by recording date.
    - I've posted a youtube forum query, results here: https://productforums.google.com/forum/#!mydiscussions/youtube/AnYVaNv22yo