3.2.2 Audio quality for interviews. Good audio quality when we do our calls is important for a few reasons:

- The better the audio quality, the better transcription we'll get
- We may be able to use the audio at a later time for sound bites, or podcast material

It's ideal if you're using an external microphone, but if you can't do that, at least do these things:

- Be in a quiet room when you do the interview calls
- Put on headphones with a microphone closer to your mouth.

3.3 Project Management

I'll be using Asana to track all the pieces and progress of the project. I'll give you access to the project so you can keep apprised of its progress.

3.4 File Management

3.4.1 File Storage. I'll create a Google Drive folder structure to store:

- Background information you upload for me to read
- Audio files
- Transcriptions from audio files
- Draft chapters as I complete them

3.4.2 File Formats. Until I start to assemble the chapters of the book after they've all been written, I'll be working in Google Docs. However, once I start assembling the chapters into a book and finish the writing, I'll switch to Microsoft Word, which is the standard for manuscripts, as it has superior change tracking and