**CSC hackathon planning checklist**

**Before the hackathon: preparation**

Clinical problem to solve is clear and defined

Project has all relevant approvals

Key objectives have been defined in writing

Ensured clinical pathway is well understood

Data is ready, it has been:

collected / identified

labelled

imported into XNAT

Participants have been identified

Participants include key staff

**Before the hackathon: pre-hackathon meetings**

Organised all pre-hackathon meetings needed

Wrote the agenda for each pre-hackathon meeting

Sent out meeting invite to all participants for pre-hackathon meetings

**Before the hackathon: organisation**

Duration of the hackathon agreed

Dates of the hackathon agreed

Rooms for the hackathon booked

GitHub repository for project created

QMS templates added to the GitHub repository

User requirements gathering meeting organised

Written the agenda for the meeting

Written a list of specific questions for the clinical team (you can use the CSC template)

Made the user requirements identified in meeting into GitHub issues

Translated user requirements into technical requirements

Made technical requirements into GitHub issues

Wrote the hackathon agenda for each day and included:

Start and end times

Check points

Stand ups

Break times

Team photo time

Synchronisation time (if multiple teams)

Prepared an introduction presentation

Sent a final reminder of the hackathon to all participants