

# In-Person Event Handbook

## Quick and Dirty Checklist

### Defining Goals

- Write one paragraph description of overall project goal.
- Define specific goals for the event.

### Project Setup

- In README, document:
  - How to contact maintainers/project community
  - Basic project structure
  - How to set up the development environment:
    - Preparing the computer/installing dependencies
    - Downloading/installing the project
    - Viewing/testing changes
  - How to contribute changes
- Verify that your documentation is clear for at least one of: Mac, Windows & Linux.

### Defining Tasks

- Create a task-tracking document.
- Define tasks for contributors to work on, including for each:
  - a brief summary
  - where to make changes
  - skills and tools needed

### Follow Up

- Gather contact information from participants interested in following up.

# In-Person Event Handbook

## Detailed Checklist

### Defining Goals

- Write one paragraph description of overall project goal.
- Define “base” and “reach” goals for this particular event.

### Project Setup

- In README, document:
  - How to contact maintainers/project community
  - Basic project structure
  - How to set up the development environment
    - Preparing the computer/installing dependencies
    - Downloading/installing the project
    - Viewing/testing changes
  - How to contribute changes
- Verify that your documentation is clear, ideally for all three major operating systems: Mac, Windows & Linux.

### Defining Tasks

- Create a task-tracking document.
- Define tasks for contributors to work on, including for each:
  - a brief summary
  - where to make changes
  - skills and tools needed
  - estimate of time the task will take
  - priority of task

### Follow Up

- Create/modify a list of questions to ask participants to capture their knowledge/feedback.
- Gather contact information from participants interested in following up.

