FCC Documentation

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Abstract

My documentation and proposals for the FCC Meetup Vienna. Written in LaTex!

1 Objectives and Values of the FCC Meetup

Connecting people with similar ambitions in real life and provide a platform for exchange and improvement

2 Subject

FCC - Programming, web development enthusiasts from beginner to expert.

3 Team

- Robert as founder and host
- Daniel and Lukas as co-host

4 Basics

- Location: Coworking spaces, that provide space for free. (eg Sector5)
- Timescheduling: Reconciliation between the hosts and scheduled between other development events. Also dependent on availability of the provided space.

5 Online Communication

- meetup.com - for setting framework and information
- facebook - for nourishing community and provide information
- twitter - recent updates in the community

6 Promoting Events
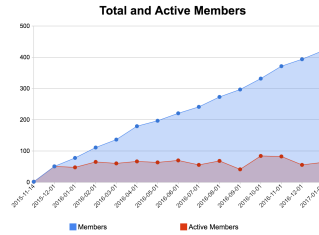
- Mail on meetup.com?
- Posts in Social Media

Figure 1: Current Statistic of Memebers

7 Program

- Showcase * A person guiding the audience through a codebase they are currently working on.

- Discussion Circle * Setting different topics and letting the audience discuss.

- Presentations * Different topics with following QA

- Coding Sessions * Mob Sessions * FCC Codes * Other small Algorithms

8 Sponsors

Always open and on the search for sponsors. Easier when we have a community established.

9 Checklist at the Event

- Before the Meetup
  - Come 30–45 min early and introduce yourself to the location host
  - Make sure it's obvious to find the location or put up navigational signs
  - If you have a co-organiser, one of you should be welcoming attendees
  - Setup the location (stage, chairs)
  - Test the projector
  - sync with speakers who wants to go first
  - prepare a short slide deck with the schedule and the logos of the sponsors
  - let the sponsors speak for 2–3 minutes
- During the Meetup
  - in a smaller group let everyone introduce themselves to connect (start with yourself to lead by example)
  - make sure one of your co-organisers or you moderate the event
  - have fun and enjoy
- After the Meetup
  - after the last talk thank everybody for coming and how long they can stay
  - clean up the location
  - personally thank the location host

10 ToDo

1. Set scope of duties for each co hosts. 2. Whats our current booking status? 3. Provide draft for monthly meetup. 4. Create a special FCC Vienna Image used for logos etc. (Maybe find designer if necessary - simple banner and logo) 5. Establish a quarterly meeting between hosts to analyze past meetings and set new standards for future meetups. 6. Refactor Github Repo (Manage Team abilities, provide documents of meetups) 7. Revaluate Meetup.com settings 8. Maybe develop a facebook/twitter strategy? 9. Establish Feedback loop from visitors!!!!!!!!

11 Ideas for the Meetup in February

- Introduction
- Talk about FCC - Maybe Presentation and Overview over FCC
- Discussion Circle/Programming
- Feedback
- Additional: Moderating the Event!