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| --- | --- | --- | --- | --- |
| **DATE** | **DUE TIME** | **TASK** | **PIC** | **REMARK** |
| 7/1 | 5 pm | Create Whatsapp group + group link | Zalza | Give group link to Roshini so that she can add in registration form |
| 7/1 | 10 pm | Create registration form + QR code | Roshini | Give QR code to Fauzan so that he can add in poster |
| 7/1 | 10 pm | Create attendance form + QR code | Roshini | Give QR code to Fauzan so that he can add in poster |
| 7/1 |  | Contact school teacher | Faiq | Ask him whether they are willing to join our program or not. If they agree to join, then share the registration form |
| 8/1 | 10 pm | Design program poster | Fauzan |  |
| 10/1 | 10 pm | Design backdrop | Fauzan |  |
| 11/1 | 10 pm | Create Google Meet link as main hall | Shafayet |  |
| 11/1 | 12 am | Close registration form | Roshini |  |
| 12/1 | 10 pm | Design attendance poster | Fauzan |  |
| 12/ 1 | 1 pm | Check whether all students have joined Whatsapp group | Zalza |  |
| 12/1 | 6 pm | Divide students into groups (5 groups with 2 mentors each group) | Vico | Ask one mentor for each group to create Google Meet link for their groups |
| 13/1 | 1 pm | Prepare 5 questions for Quizizz (technical) | Monirul | Give all questions to Zaki |
| 13/1 | 1 pm | Prepare 5 questions for Quizizz (programming) | Khalif |
| 13/1 | 6 pm | Create Quizizz link | Zaki |  |
| 13/1 | 6 pm | Prepare emcee text | Zalza | Ask Elyiana to check the texts |
| 13/1 | 6 pm | Prepare dua text | Faiq |
| 13/1 | 11 pm | Prepare teaching module (technical & Arduino board) | Monirul | Discuss the topic with Zaki |
| 13/1 | 11 pm | Prepare teaching module (programming & intro to Tinkercad) | Khalif | Discuss the topic with Elyiana |
| 13/1 | 11 pm | Record video of using RBT kit | Elyiana |  |
| 14/1 | 5 pm | Share teaching module + main hall link to students | Faiq |  |
| 14/1 | 6 pm | Design program flow poster | Fauzan | Use the tentative I have provided (just take time and activity, don’t take PIC and duration) |

**BEFORE PROGRAM**

**13/1, 9 pm – dry rehearsal, everyone is required to attend**

**14/1 – full rehearsal with sir**

**DURING PROGRAM (15 /1/2022)**

**Table

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| **TIME** | **TASK** | **PIC** | **REMARK** |
| 8.30 am | Open main hall link | Shafayet | All mentors should be ready in the Google Meet |
| 8.45 am | Show attendance poster | Shafayet |  |
| 9.00 am | Start program | Zalza | Emcee |
| 9.05 am | Recite dua | Faiq | Dua reciter |
| 9.10 am | Brief program flow | Shafayet |  |
| 9.15 am | Start technical class | Zaki |  |
| 10.15 am | Introduction to Tinkercad | Zaki |  |
| 10.45 am | Start programming class | Elyiana |  |
| 11.45 am | Open quizizz, share link in chatbox | Zaki |  |
| 12.00 pm | Start hands on session 1, ask students to go to their hands on room | Vico, all |  |
| 2.30 pm | Start hands on session 2, ask students to go to their hands on room | Vico, all |  |
| 3.45 pm | Photo session | Fauzan |  |

**\*In every hands on session, the mentor who create the link must be ready in your room**

**\*Fauzan – take picture during all class and quizizz too**

**\*All mentors must ask the students to show their tinkercad and take picture**

**AFTER PROGRAM**

Do program report (Roshini + Vico)