**AFITC Hack-A-Thon Event Planning Committee – Meeting Minutes – Tues, 25 Apr 130CDT**

Attendees:

Charisse Stokes

Boyd Stephens

TSgt Josh Hinshaw

* Event Structure
  + Sunday 5PM – Kickoff - social
  + Competition – Sun 5PM – Wed 12PM
  + Presentations – Wed 5-8PM (6-8 mins each)
  + Awarding/Presenting to AFITC audience – Thurs 8AM
* Committees Needed
  + Logistics
    - Work space; 46 Commerce St, Renaissance, RSA, Troy, Embassy Suites
      * Accessibility – 24x7
      * Data reliability
  + Registration
    - 3-4 man teams; must include a military member, industry professional and student
    - Website – advertise the event, sponsors, highlight the city’s spaces
    - Meet Up Board – assist with teaming/match making
  + Problem Set
    - Smart City Smart Base focused
    - Parameters
    - Evaluation Criteria for Judges
    - Judges (BES, AU, City/County, Mayor/MACC)
  + Sponsorships
    - Space
    - Network connectivity
    - Social
    - Prizes – cash preferably
  + Marketing
    - Need a name for the event
    - Swag
    - Media outlets/coverage – May – Aug timeline, very frontloaded

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| **ACTION** | **OPR** | **Due Date** |
| Research website options | Boyd | 9 May |
| Discuss options for problem to solve with key stakeholders | ALL | 9 May |
| Socialize event with AFITC Planning Committee and Chairs | Josh | 5 May |
| Socialize event with local universities, space owners | Boyd, Charisse | 9 May |
| Draft sponsorships | Charisse | 9 May |