

Documentation doesn't stop at Development

Anita Tse



Hey, Anita here 🖐️



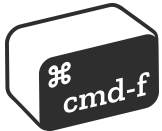
Co-Pres!



nwHacks



Local Hack Day



cmd-f





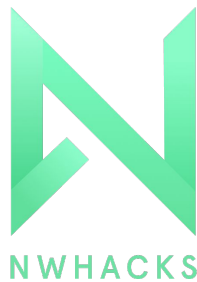
UBC
LOCAL
HACK
DAY



Powered by



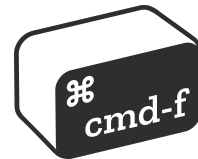
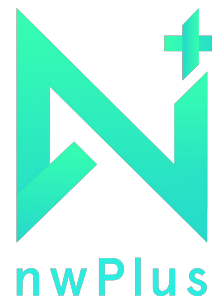
2018



???



2019



The answer: Documentation



A brief history of Documentation at nwPlus



Pre-2019 🥲

🔍 Search Drive

?

⚙️

🗖️

🔔

👤 A

My Drive > StartupStorm 2017-2018 > nwHacks 2018 👥

📁 Folders

👤 Sponsorship

👤 Logistics

👤 Ceremonies

📄 Files

+

Telus Prize - Participants

📄

submissions-nw-hacks-...

📄

Prize ideas

+

nwHacks 2018 survey re...

Post-2019 🥰

Pres&Tres TODOs

Board View

Search

New

Not Started 5

In Progress 1

Completed 9

Apply for GSuite

Anita Tse

Clubs Day registration

Rebecca Xie

Touch base with Marketing about Campus Ambassador Program

Update club inventory

Schedule one-on-ones with all new

Look into booking cmd-f backup venue (Great Hall)

Rebecca Xie

+ New

Schedule one-on-ones with outgoing members

Anita Tse

Imagine Day registration

Anita Tse

Set a time + hold first all-hands

Anita Tse

Schedule first meeting with Engagement Team

Meeting Notes

All Meetings

Properties

Filter

Name	Date	Teams	location	Participants
<div><div>💰 sponsorship meeting #4</div><div>🔗 OPEN</div></div>	Jul 01, 2019	Sponsorship		
<div><div>🍷 Roundtable #3</div></div>	Jun 30, 2019	All-hands	Google Hangouts	
<div><div>🌱 nwLogs Meeting #6</div></div>	Jun 27, 2019	nwLogistics	Google Hangouts	<div><div>Cayenne Ch</div></div>
<div><div>🤝 Engagement Meeting #3</div></div>	Jun 27, 2019	Engagement	Google Hangouts	<div><div>Anita Tse</div></div>
<div><div>🚀 LHD Meeting #4</div></div>	Jun 26, 2019	LHDLogistics	Google Hangouts	<div><div>Allison Chia</div></div>

nwPlus Home

Welcome to nwPlus 2019-2020!

About us

Mission + Core Values

MLH Code of Conduct

Non-Disclosure Agreement (NDA)

FAQ

Resources

Meeting Notes

Contact List

Account Logins

Our Links

Rooms + Bookings

Club Inventory

Onboarding

Our workstack

Notion

Tables & Chairs

nwHacks 2019

+ Company: Salmon's Rentals

Summary

120 x Table, 8' X 30", Palmer/synder

20 x Table, 8' X 40" Kings Table

800 x Chair, Blue Samsonite

1 x Water Boiler (tea) 100 Cup

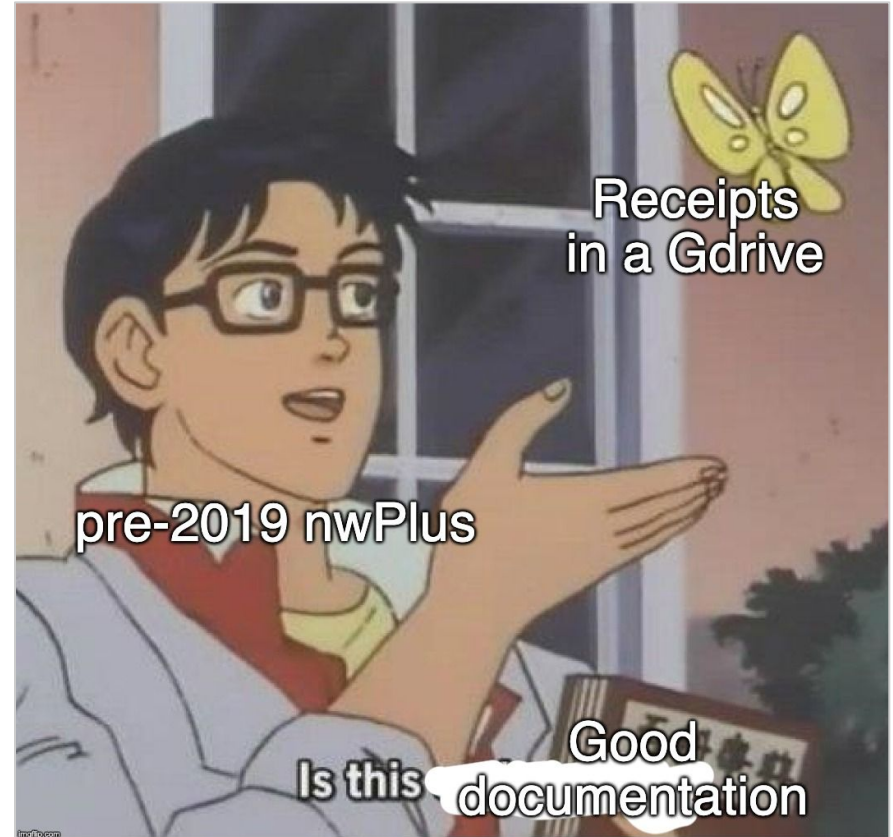
20 x Spoon, Serving Lg (buffet)

1 x Delivery / Pickup Vancouver W Of Main

Quote

What makes good Documentation? 🤔

- Easy to read
(not a folder of receipts)
- Easy to find
(so we'll read it)
- Easy to contribute to
(so we'll update it)



Who should document?



YOU GET TO DOCUMENT

YOU GET TO DOCUMENT

EVERYBODY GETS TO DOCUMENT!

What can we document?



Task boards & Minutes

Pres&Tres TODOs Board View Search ...

Not Started 3

In Progress 4

Completed 13

Schedule one-on-ones with all new hires (Sept)

Plan september hiring

plan nwPlus swag

+ New

Apply for GSuite
Anita Tse

email communication with AMS re: treasurer transitioning
Anita Tse

ballotbin for treasurer
Anita Tse

ams room booking for learn day
Anita Tse

+ New

Update club inventory
Rebecca Xie

Touch base with Marketing about Campus Ambassador Program

Look into booking cmd-f backup venue (Great Hall)
Rebecca Xie

Clubs Day registration
Rebecca Xie

Schedule one-on-ones with outgoing members
Anita Tse

Meeting Notes			
All Meetings			
Title	Date	Teams	location
All-hands #6	Aug 04, 2019	All-hands	Google Hangouts
sponsorship meeting #7	Jul 29, 2019	Sponsorship	Google Hangouts
Marketing Meeting #5	Jul 28, 2019	Marketing	Hangouts
Dev meeting #7	Jul 28, 2019	Dev	Hangouts
Roundtable #5	Jul 28, 2019	All-hands	Google Hangouts
cmd-f Meeting #9	Jul 28, 2019	cmdfLogistics	Google Hangouts
cmd-f x UBC PINK Meeting #1	Jul 28, 2019	cmdfLogistics	Google Hangouts
Design Meeting #11	Jul 28, 2019	Design	
Pres 'n Tres Meeting #10	Jul 28, 2019	Pres&Tres	Google hangouts
Pres 'n OLD + NEW Tres Meeting	Jul 27, 2019	Pres&Tres	Google Hangouts

Requests



Marketing Requests

+ Add a View

Properties

Group by Status

Filter

Sort

🔍 Search ...

New ▾

📁 No Status 4



Submitted 3



In Progress 0



Completed 26



📄 Social Media Request Template

📄 Copy Request Template

📄 nwPlus Events Facebook Event Template

📄 Medium Post Request Template

+ New

📄 tesla amazing - Social Media Request

Lauren - Charlotte's blog

Lauren - Other guys blog

+ New

+ New

📄 Microsoft Facebook Post Request (nwHacks Day of), during/after opening ceremony

📄 Microsoft Twitter Post Request (nwHacks Day of), during/after opening ceremony

📄 Patisserie Lebeau - social media request

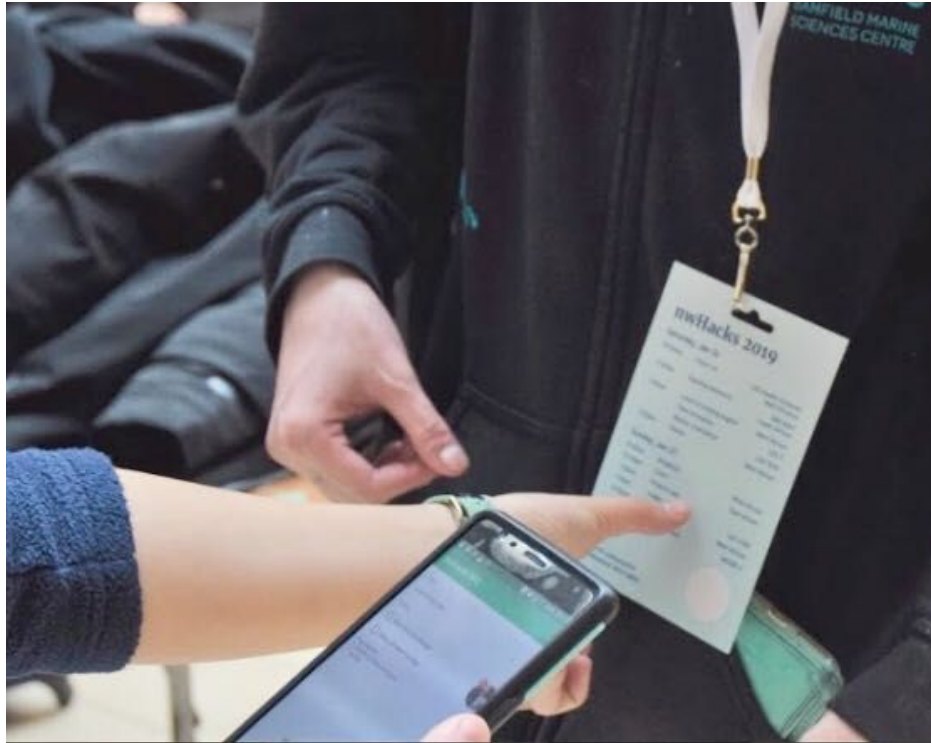
📄 Medium: The inner workings of nwHacks 2019

📄 Hiring Facebook group spam

📄 Medium: Documenting nwHacks 2019

Mar 25, 2019

User Guides



Dev team
explaining how to
use internal tools



Teammates



Mission, FAQs, Hiring



Mission, FAQs, Hiring

Engagement Coordinator

Last updated March 2019

✦ We value passion over experience, and are open to both technical and non-technical applicants ✦

You will...

- Collaborate with each of the 3 Logistics teams (Local Hack Day, nwHacks, and cmd-f) with a focus on optimizing hacker experience and participant engagement for each hackathon.
- Ideate, design, and lead technical and/or non-technical workshops and mini-events that you are passionate about for each hackathon.
- Work with the nwPlus presidents and treasurer to build a strong team culture and lead internal club socials and initiatives.

You are...

- Fun-loving and are awesome at engaging a crowd with hands-on, interactive activities (both technical or non-technical).
- Passionate about teaching and sharing your love of tech with others, whether they're seasoned developers or newbies.

LHD Webpage FAQs

- ▶ What is Local Hack Day?
- ▶ How much do the events cost?
- ▶ Who can participate in Local Hack Day?
- ▶ Is Local Hack Day open to all schools and majors?
- ▶ Do I have to register a spot for each event separately?
- ▶ Do I have to attend all three events?
- ▶ Are there travel reimbursements?

Slack Announcements (Day-of)



Slack Announcements (Day-of)

Breakfast

📅 Posting Time Jan 27, 2019 8:00 AM

☰ Channel #announcements

:sunrise: Rise and shine - it's *BREAKFAST TIME!* :sunrise:

Good morning, hackers! We have breakfast ready for everyone down at *West Atrium (LSC)*, everything is first-come first-served :nwbear:

Let's see what we have in store for the most important meal of the day...

:croissant: Belgian Waffles, courtesy of _Patisserie Lebeau_

:croissant: Cereal Bar (with lactose-free options)

:croissant: Assorted Pastries

:croissant: Fruits



rebecca (organizer) 🍌 8:51 AM

@channel 🌅 Rise and shine - it's **BREAKFAST TIME!** 🌅

Good morning, hackers! We have breakfast ready for everyone down at **West Atrium (LSC)**, everything is first-come first-served 🐻

Let's see what we have in store for the most important meal of the day...:



Belgian Waffles, courtesy of *Patisserie Lebeau*



Cereal Bar (with lactose-free options)



Croissants



Muffins



Strudels



Apples

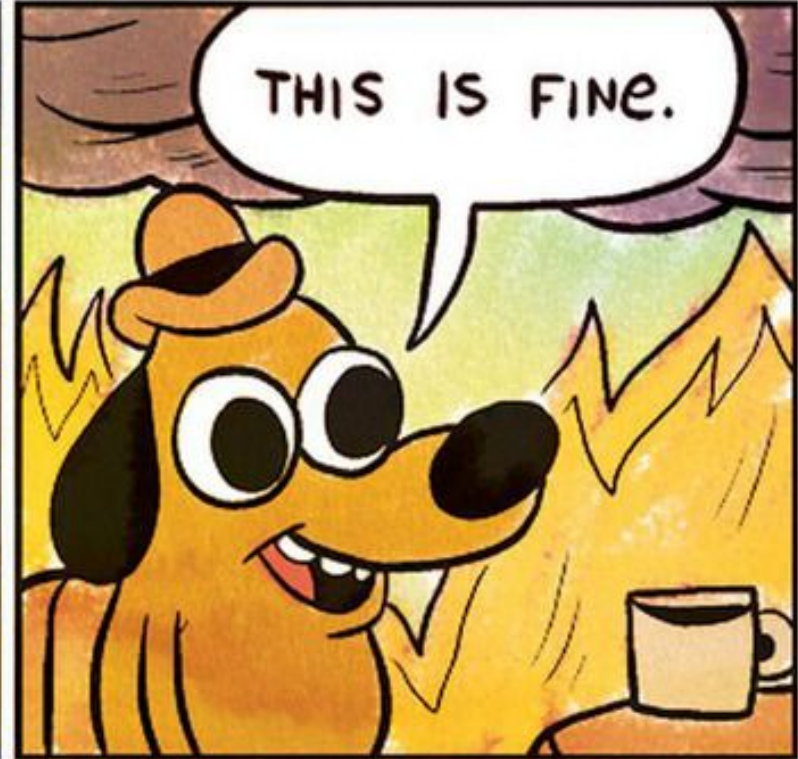


Bananas



Yogurt (GF only)

Disaster Preparation



Retros

Pre-hackathon

Good

- Workshops
- On-call acceptances
- Signage was good
- Gender neutral washroom
- Pronouns and schedule on name tag
- Coloured lanyards!!
And recycling too yeet

Bad

- No confirmation email (lots of ppl asking, two ppl's didn't go through)
- Not enough small and medium shirts

Future

- Wifi - tell them ALL rooms
- Sponsor & mentor name tags with space for company name
- Always have an organizer ready to check in volunteers and mentors/sponsors at the door

TDLR: Document these!

- Task boards & Meeting minutes
- Requests
- User guides
- Mission, FAQs, Hiring
- Slack announcements (day-of)
- Disaster Preparation
- Retrospectives

GOOD 🙌 DOCUMENTATION 🙌

- Easy to read
(not a folder of receipts)
- Easy to find
(so we'll read it)
- Easy to contribute to
(so we'll update it)



Receipts
in
Gdrive



Good
documentation

All documentation should be accessible by the rest of the team (and incoming teams).



**At the end of the year, you want
to look back and be proud of
what you made.**



Thanks for listening! 💕💕

Check out my Medium article on this topic:

<https://bit.ly/2MjrT62>

Connect with me:



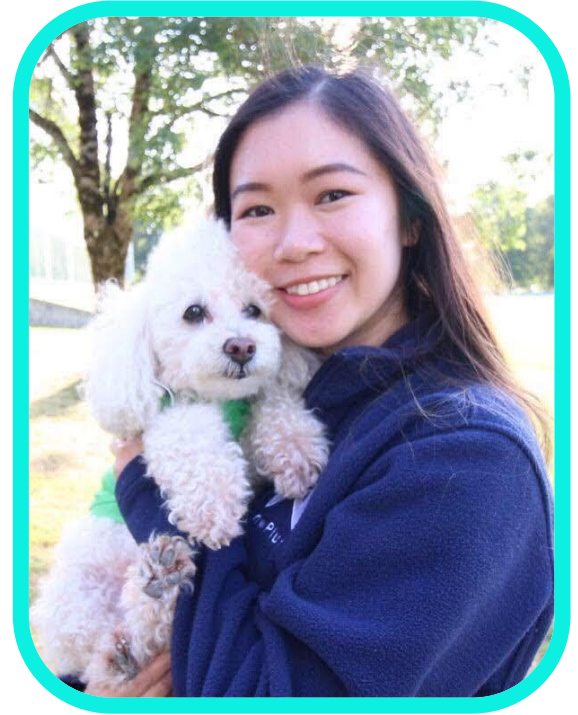
@anita-tse



anita-tse@hotmail.com



@anitamtse



... OR come out to one of our
nwPlus events this year!!

