Hackathon provides organizations opportunity for Team cohesion exercises

* + Brings together members of teams that do not know each other.
  + Hackathon fosters collaboration and teamwork.
  + Diversity of participants guarantees different perspectives

TIPS

* + Keep the problem statements broad enough so a lot of people can engage
  + Plan a lot of time for preparation
  + Diversify the teams

Initial high-level Qs

**What is the purpose of this hackathon? OR what do you want to accomplish with this hackathon?**

**What are the problem types/categories that the hack is expected to address?**

**What does success look like?**

**Does the success require follow-up activity post event?**

**What will the post hackathon experience?**

**What is the timeline of the hackathon? (When and how long)**

Participants

**Who are the target participants and why would they participate?**

**How many participants should we expect?**

**Will there be any Speakers?**

**Will there be Judges?**

**Will there be Moderators?**

**Do they need Coaches or Mentors or SMEs?**

**How many Team members?**

**Will the teams be formed beforehand?**

**Will there be prizes?**

**What will be the evaluation criteria? (Innovation, originality, feasibility, impact)**

Marketing/Outreach-

**What kind of Content - Targeted messaging or Generic?**

**What Channels do they have and the gaps–**

**External -** social media, Website, College campuses

**Internal** – Intranet, SharePoint sites, Yammer, Email

Registration needs -

**Website**

**Registration form**

**Email service (like Mailchimp)**

Environment or Venue setup –

**Will there be lab or demo environment provided to build MVP?**

**Is it in-person or virtual?**

**Virtual –**

**Who will own Microsoft Teams instance?**

**Who is responsible for setting Teams?**

**Will the members be added manually or automatically?**

**What apps/features need to be enabled?**

**What will happened to the environment post-hackathon?**

**Who will provide technical support before and during the hackathon?**

**Will there be Snacks or swag?**

**In-person –**

**Equipment – Rooms, Projectors, Tables, power plugs, Signage**

**Bandwidth**

**Volunteers**

 Teams and Roles involved–

**Sponsors**

**Speakers**

**Coach/Mentors/SMEs**

**PM**

**IT**

**Marketing**

**Legal Team**

Post-hackathon –

**Survey**

**Send thank you email**

**Use thank you email to drive marketing for future events**

**What will happen to the MVPs and where will they be hosted?**

# Hackathon Checklist

**Pre-HACKATHON Email and Registration**

 Create **Registration form** using **MS Forms**

 Create **Coach signup form** using **MS Forms**

 Create **Survey form** using **MS Forms**

 Create **email** invite

 Add **Agenda**

 Insert **registration** and **coach sign up form**

 Insert **organizer Contact information**

 Send **Email invite** to **sponsors**

 **Sponsors** send out **email** to their Teams - **Sponsors**

**Create MEETING INVITES in Teams**

In Teams: Calendar > New Meeting > Add Channel (select appropriate Team’s Channel) & all hackathon details > Send

 Create two separate Teams meetings in the **General** channel

 kick off meeting

 closing meeting

 Create two separate Teams meetings in the **General** channel

 Office hours meeting (optional)

 Overview of design thinking and whiteboarding best practices meeting (optional)

 Create Coach prep meeting in **private Coach** channel

**KICK OFF and CLOSING deck** - Anshika and Dan

 Create **Hackathon** deck with following slides

 Welcome

 Purpose of hackathon

 Problem statement

 Agenda

 Demo

 Sharing session order

 Thank you with Survey Form QR code

 Add **Speaker** info under **Notes** section

**GUIDES**

 Create **Coach guide** and add to P**rivate Coach Channel** as a tab

 Create **Hackers guide** and add to **General channel** as a **tab**

 Create **demo environment setup guide - Anshika**

 **Dry run** of **environment setup guide - Coaches**

**SET UP TEAMS for hackathon**

 Create **Power Up with Power Platform Internal Hack Mar 4** and set it as public

 Create a **join code** and insert in **kick off** slides

 Add Core organizing team as owners

 Add Hackers as members

 Create a channel for Coaches (set to private). Add each coach to the ‘Coaches’ channel.

 Create a channel for each hacking team (Team 1, Team 2, Team 3…)

 Create Sample Teams posts as announcements

 Welcome participants in **General** Channel

 Welcome Coach in **Coach** channel

 Reminder for upcoming sessions (kick off, closing, optional)

 Welcome individual Team channels

 Fill out Survey in General

**POST-HACK WORK**

 Collect **Feedback form data**

 Create **Reflection Deck**