Hackathon Implementation Plan, Hack 2020

## Saturday, 9-5:30

| **Time** | **What** | **Lead** | **Where** |
| --- | --- | --- | --- |
| **745** | * Fusion folks arrive * Coffee from Chick Fil A * Other Notes: Alumni Relations is in Room 114 on Saturday from 930-12 | Fusion | Upstairs Foyer |
| **8** | * [Planner 1] login to all machines and test presentation. * Pick up coffee from Chick Fil A * Assemble Handouts and Materials for Room 101 * Last 2 Tabletop Signs to TEAL | [Planner 1], Fusion | [Starting 101](https://drive.google.com/open?id=1BRg-VVp_YxfMaMwxu9BVZ-2m_xlZPU61)  [TEALS 117](https://drive.google.com/open?id=1g1NDnUDjtAM0uo44YrQ46z9Hj_Q3_zAH)  [Finishing 125](https://drive.google.com/open?id=1KWiIM_yzfGBZNqXKH-HnOmeK4ANlldFq) [Conference 120](https://drive.google.com/open?id=11jy5Wcl6wAirmLywzCed-wju0zJGyiAE) |
| **9-925** | * Registration and Greeting * Direct Kids to Room 101 | [Planner 3] | Upstairs Foyer |
| **930-1030** | * Handouts:   + Icebreaker BINGO   + Team Packet   + Mentor Packet   + 1 sticky note per kiddo for random number * Materials: 30 Pencils * People:   + Assign WiFi Mentor   + Assign 101 Helper/Team Packet Person * Opening talks & Forming Teams ([Planner 1], Sal, Mentors) * Team Note: Formation: Andrew Cooper, Preson Welsh, and Peter Opdenbosch * 101 Check Out (Team Packet) | All | 101 |
| **1030** | Code start   * Mentor Huddle in TEAL Room (with [Planner 1]) * Other 2 mentors in TEAL helping with login issues * Fusion Volunteers watching halls near TEALS thru 3:15 * Handouts to Mentors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [Planner 1]-Mentors  [Planner 2]/[Planner 5].- Kids | TEALS |
| **11:00am** | * Pick up the Novice Team#/TeamName/TeamParticipants Sheet from each table. | [Planner 1], [Planner 2] | TEALS |
| **TRANSITION -- Morn to Lunch** | | | |
| **11:45am** | * Chick-fil-A Delivers Lunch * Dietary Preference: [Planner 2], vegetarian | Fusion, All | Upstairs Foyer |
| **12:15** | * Advanced Lunch | Fusion | Upstairs Foyer |
| **12:30-1pm** | * Novice Lunch (no Wolfie this year) | All | Upstairs Foyer |
| **110pm** | * Icebreaker Drawing |  |  |
| **1:30pm** | * Quick Presentation on Submitting Scratch to Studio and Google Form and Presentation to Google Form * Practice presentation with team (3 minutes +1-2 minutes w/ judge questions) * Presentation Guidelines in Packet * Try to Submit by 2pm so we can check. | [Planner 1] |  |
| **2:45pm** | * Novice Judges show up to check in and wander TEALS. | Fusion, [Planner 1] | TEALS |
| **3pm** | * Code stop | Both Tracks | TEALS |
| **TRANSITION -- To Presentations** | | | |
| **3-315** | * Participants Pack up and Move from TEALS to 125 * Once in 125, there may be time to do a last-minute run through of presentations * Prize Giveaway Moment | [Planner 1] |  |
| **315-415** | * Novice Presentations for Judge Group 1 * Timekeeper: [Voluneteer 3 (Fusion)] (5 minutes/group) | [Planner 1], [Planner 1] | 125 |
| **415-445** | Novice Judge Group 1 chooses winners (end by ~by 440)  (consulting with [Planner 2])   * Award Categories:   + Computing Excellence   + Highest Impact   + Creativity | Youth Judge 1, Youth Judge 2, Youth Judge 3 | Conference 120 |
| **415-500** | * Advanced Presentations for Judge Group 2 * Timekeeper: [Planner 1]berly (Fusion) (5 minutes/group) |  | 125 |
| **500-510** | Advanced Judge Group 2 chooses winners (working with [Planner 5] to communicate it)   * Customer Choice * Technical Award |  | Conference 120 |
| **TRANSITION -- To Awards Showcase** | | | |
| **5-530** | Awards ceremony ([Planner 1] open)   * Prize Giveaway   + Badge Submisson for Drawing * Novice Track (5-510) - [Planner 2]   + [Planner 2] Present category award, call kids up, take picture with Greencourt ([Planner 1]berly, Fusion)   + 3 Awards, 9 Gift Cards * Advanced (515-525) - [Planner 5]   + [Planner 5] present award, take pic with Greencourt ([Planner 1]berly, Fusion)   + 2 Awards, 6 Gift Cards | [Planner 1], [Planner 2], [Planner 5], [Planner 1]berly, Ryan |  |
| **5:30pm** | * The End |  |  |

## Materials & Details

| **Office Supplies (Fusion)**  \_\_\_\_5 Whiteboards, brought by WIC  \_\_\_\_Whiteboard Markers  \_\_\_\_2 Permanent Markers  \_\_\_\_Sticky Notes  \_\_\_\_50-100 sheets Paper (for Kids)  \_\_\_\_Pre-sharpened Pencils  **Other Office Supplies ([Planner 1])**  \_\_\_\_Whiteboard Liquid & Paper Towels for TEALS ([Planner 1])  **Handouts for Participants ([Planner 1], [Planner 2], [Planner 5])**  *For Advanced Track* ([Planner 2], [Planner 5])  \_\_\_\_ Handouts for Hacking-related info for Advanced Track  *For Novice Track* ([Planner 1]; see section below this table)  \_\_\_\_Presentation for Hack 2020  \_\_\_\_Handouts for Novices, Mentors, and Judges (Novice Track)  \_\_\_\_Pencils  \_\_\_\_Music  \_\_\_\_Wolf Call  **Awards ([Planner 2])**  \_\_\_\_ Gift Cards of \_\_\_\_ Value and \_\_\_\_ Kind (Check with [Planner 2]) (NOVICE)  \_\_\_\_ Gift Cards of \_\_\_\_ Value and \_\_\_\_ Kind (Check with [Planner 2]) (ADVANCED)  **Scratch Backup Plan**  **To Dos**  Keep Working on…  Fun Prize Qs  Submission Survey  Presentation Post Morn  Tape the Seating Signs at Ends of Tables  Clean off/declutter the presentation space  Time Keeping Cards | **Other Documents and Check-in Goodies (Fusion)**  \_\_\_\_ Name Tag/Lanyards for Participants, Judges, Mentors, Volunteers  \_\_\_\_T-shirts for Participants, Judges, Mentors, Volunteers, and Chris Swisher (ITS)  \_\_\_\_List of Participants (allergy and photo prohibitions?)  \_\_\_\_Parent Check Out Sheet (if different from list of participants)  \_\_\_\_List of Mentors/Judges/Volunteers (see Contacts List)  \_\_\_\_10 Table Top Number Signs  \_\_\_\_QR Code Sign for Easy Online Payment on Day of  **Other Materials to Have (Fusion)**  \_\_\_\_Tabecloths  \_\_\_\_Trash Cans  \_\_\_\_Paper Towels  **Gift Giveaways During Event**  \_\_\_\_Lanyard Raffle  \_\_\_\_Bowling Alone Book  \_\_\_\_Giveaways Stash from Fusion (in TEALS, probably)  **Parking and Signage**  \_\_\_\_Parking and Event Signs Outside Biology  **Snacks**  Drinks, Foodstuffs, Coolers (in front of TEALS)  **Scratch Admin Login**  Scratch account: n/a  Password: n/a  Birthdate: n/a  Gender: Prefer not to say  Email: n/a  Studios: n/a  Studio Link: n/a  **[Planner 1]’s Sailing Bag**  15 Key Drives  Giveaway Questions  Giveaway Items  Bowling Alone, Copy 2  Tape |
| --- | --- |

## Saturday Check in Time, Location, and Activities & Stuff

|  | **Participant** | **Mentor** | **Volunteer** | **Judge** |
| --- | --- | --- | --- | --- |
| **Time** | 9-920 | 9-9:30 | 8 | 2:45pm |
| **Location** | Check-in Table, Upstairs Foyer | Check-in Table, Upstairs Foyer | Check-in Table, Upstairs Foyer | TEALS Room |
| **Info** | Where to go next (Rm 101) | Where to go next (Rm 101) | n/a | Rubrics |
| **Activities & Stuff** | Sign-in  T-shirt  Water Bottle  Agenda  Name Badge | T-shirt  Name Badge  Agenda | T-shirt  Name Badge  Agenda | T-shirt  Name Badge  Rubrics/Judging Instructions  3-4 Snack Packs  3 bottled waters |

## Week Preceding Event: Jan 23-Jan 31

| **Date** | **Task** |
| --- | --- |
| **Thursday, 1/23** | * Confirm Judges and Whittle Down - DONE ([Planner 1]) * Walk through Biology Building to look at rooms in terms of size for event, determine where the whiteboards go, check power - DONE and doing (all) * Create Scratch Studio - Studio Info - DONE ([Planner 2]) |
| **Friday, 1/24** | * Test Scratch Setup and Internet on TEAL Computers - DONE ([Planner 1]) * [Planner 1], send [Planner 3] the first and last names of Judges and Volunteers attending so they can make name badges ahead of time - DONE ([Planner 1], Fusion) * [Planner 1], send [Planner 3] a list of all materials we will need for event - DONE |
| **Monday, 1/27** | * [Planner 1] and [Planner 5], email [Presenter 1] and [Presenter 2], respectively, about the event - DONE * [Planner 1] Email Mentors, Judges and Volunteers about Check In Time, Parking, Day Overview, Expectations, Theme (“What they need to do, and where they need to go”) - DONE |
| **Wednesday, 1/29** | All   * Group Walkthrough of Event in Biology Building   Fusion Center   * Send out Kids/Parents’ Email of Important Info: Email Draft - PENDING ([Planner 3] of Fusion Center) * Nametag Printing * Pizza Order to Dominoes   [Planner 1]   * Set Up Game Day Group Chat - DONE * Determine Awards (Mentors and Volunteers) - DONE |
| **Thursday, 1/30** | * Foodstuff Pickup * [Planner 1], Finalize Handouts - PENDING * Technology Backup Plan (Scratch goes down or Internet goes down) * Mentor Pep Talk: - PENDING ([Planner 1]) |

## Friday, January 31, 2020, 4pm-8:30pm

| **Time** | **What** | **Lead** | **Where** |
| --- | --- | --- | --- |
| **2pm** | Room Reservations through ReserveWest begin.  Organizers meet in **Biology Building** to set up. See Hack Room Setup Notes.   * **Outside**   + Put out Parking Signs * **Biology: Where?**   + Place the 5 Whiteboards * **Upstairs Foyer**   + Friday Night Pizza Table with Table cloth   + Cooler with iced drinks for Friday crew: 1 soft drink and 1 water bottle per person * **Room 125** *(may not be available Friday)*   + Tape the Seating Signs at Ends of Tables   + Clean off/declutter the presentation space * **Room 101** * Arrange the Tables for Interaction and Collaboration * Tidy/declutter presentation space. * **TEALS**   + Supplies Table (Pencils, Paper, Whiteboard Markers)   + Mentor Table   + Remove extra chairs from tables.   + Check that partition is up ([Name] is Bio contact, if not)   + Place the Novice Team Table Signs   + Place the Novice Team#/TeamName/TeamParticipants Sheet.   + Saturday Snacks placed in TEALS room under table-clothed table.   Beyond Biology Building   * Get ice from Z-6 * Grocery store pickups. * [Planner 1], print Implementation Plan   ITS   * Group WiFi Access Code * Desktop computer access: classuser; Letmein! | [Planner 3], [Planner 2], [Planner 5], [Planner 1], Fusion Helpers | [Starting 101](https://drive.google.com/open?id=1BRg-VVp_YxfMaMwxu9BVZ-2m_xlZPU61)  [TEALS 117](https://drive.google.com/open?id=1g1NDnUDjtAM0uo44YrQ46z9Hj_Q3_zAH)  [Finishing 125](https://drive.google.com/open?id=1KWiIM_yzfGBZNqXKH-HnOmeK4ANlldFq) [Conference 120](https://drive.google.com/open?id=11jy5Wcl6wAirmLywzCed-wju0zJGyiAE) |
| **5:30-6:00** | Reg Table (Victoria, Andrew, CS students/alum)   * Name badge, Tshirt, Clipboarded sign up sheet * ([Planner 2] and [Planner 5]) * Working with Pizza people | [Planner 2], [Planner 5] | Upstairs Foyer  Direct Folks to Room 101 |
| **6:00-7:00** | Opening talk/ Forming teams   * [Presenter 2] logs into machine early; pulls up presentation or websites needed | [Presenter 2], [Planner 5], [Planner 2] | Room 101 |
| **7:00** | Pizza Food Arrives   * Stand outside (the baseball field-facing grand entrance) looking for pizza delivery vehicle. | [Volunteer 1], [Volunteer 2] | Upstairs Foyer |
| **7-830** | Working in groups  End: Slide the drinks cooler into the conference room | [Planner 5], [Planner 2] | Upstairs Foyer+ |

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