OurKidsCode
FAMILY CODING CLUBS

MeetUp Checklist

Before the MeetUp

Write in the names of the people who'll do each task:

Book the room

....

Remind everyone of the time/date of the next MeetUp

....

Try out the project at home (if you have time)

....

Check that the club has what you need to do the project: devices, craft materials, instructions, website links

....

Anything else your project or your club needs to be ready

....

On the day of the MeetUp

Check that the MeetUp room is open, and the light/heat are on

....

Set up the room – get tables & chairs out, etc

....

Set up the project resources e.g., Micro:Bit, cables, Project Guide

....

Set out the arts & crafts supplies

....

Anything else your project or your club needs to be ready

....