



## Running a MeetUp

MeetUps are usually between 1 hour 30 mins and 2 hours long but vital to end on time, so leave 20 mins for steps 5 Reflect & 6 Plan!

Rotate the various jobs so that everyone, especially kids, have a part to play.

Who will lead:

- 1 Setup** 10 mins
- Helps everyone find a table & connect to the internet
  - Checks in with OurKidsCode
  - Reminds everyone to be positive
  - Hands out the project guide

(Check-in Organiser)

- 2 Warm up** 10 mins
- Explains how the warmup works and how it links to the project

(Warm up Leader)

- 3 Create** 40 mins
- Explains this week's project
  - Families discuss what jobs they will do in their team
  - Families work on the project
  - Families support each other if anyone needs help

(Project leader)

- 4 Share** 10 mins
- Families play with what they have made and show it off to everyone else
  - Families look at everyone else's work and ask how it went for them

(Play leader)

- 5 Reflect** 10 mins
- Each person completes the Reaction Form
  - Everyone together discusses the MeetUp  
Did you have fun?  
How to make the next MeetUp even better?
  - Evaluator takes notes

(Reflection leader)

- 6 Plan** 10 mins
- Runs through the MeetUp Checklist
  - Everyone decides on the next project

(Planning Leader)

- Through the MeetUp**
- Lets everyone know how much longer they have left for each step

(Timekeeper)

- After the MeetUp**
- Reports back to the OurKidsCode team through the evaluation form

(Evaluator)