OurKidsCode
FAMILY CODING CLUBS

MeetUp Checklist

✓ Club MeetUps are usually between 1 hour 30 mins and 2 hours long.
✓ Don't forget to leave time for steps 5 Reflect & 6 Plan!
✓ Rotate the various jobs so that everyone, especially kids, have a part to play.

1. Set Up (10 mins)
❑ Put out the craft supplies, Micro:bits and project guides
❑ Check that everyone is connected to the Wi-Fi
❑ Do the Be Positive task
❑ Do the Choose a family team task
❑ Keep an eye on the time

2. Warm Up (10 mins)
❑ Organisers from each family team organise the Warm Up
❑ Keep an eye on the time

3. Create (40 mins)
❑ Check that all families are doing okay with the project
❑ Help each other to troubleshoot and figure out solutions
❑ Keep an eye on the time

4. Share (10 mins)
❑ Enjoy what you've made!
❑ Start tidying up
❑ Start filling in ***Reaction forms*** (one per person)

5. Reflect (10 mins)
❑ Check that everyone's done a ***Reaction form***
❑ Have a chat about what everyone liked best
❑ Complete ***Check-in form*** (one for the whole club)
❑ Complete ***Club Evaluation form*** (one for the whole club)

6. Plan (10 mins)
❑ Discuss next MeetUp content, date and time
❑ Tidy up and restore the room to order
❑ Note who is borrowing Micro:bits
❑ Keep a copy of the project guide (if possible)