

Pandemic Challenge Retrospective

What Went Well

- Reaching out to local school systems.
 - Lots of different schools participated
 - Sourced an Email list of Schools (principles / technical leads)
 - Personal Connects were generally very interested.
- Discord worked out
 - Text, Voice, screen sharing
 - Mentors could collaborate Asynchronously
 - *Parental* Controls
- Communication Transparency
 - Kept parents cc'd on emails
- Structure of the challenge
 - Problem Owners (PO), Mentors, Challengers collaborating.
 - Allowed Nontechnical POs to suggest challenges
- Un-engaged section Members became engaged
 - IEEE members who became Mentors were likely to become involved in other section activities
- Venue
 - VCU Facilities were awesome!
 - The library backup was an excellent safety net
- Attendance at Symposium
 - We had ~45 people attend!
- Food was good
- Virtual Aspect of the event
 - Allowed Duncan to participate.
 - Allowed other people in R3 to participate (Jill Duncan, Grayson Randal)
 - Venue really helped with that
 - Camera system (resolution)y
 - Mic System
 - Projector
 - Large Enough for separate breakout rooms
 -
- We had funds to do stuff with!
 - Offering students the guaranteed \$100 reimbursement might have made them more interested
- Facilitate lasting projects
 - Projects can continue after symposium.
 - Some project might continue after the challenge
- Website

- Portal for people to find more information
- Added legitimacy
- FAQ's, problem pages
- Contingency Fund
 - T-Shirts need to be shipped!
- Have momentum for future events
 - Reference materials to point to

Where do we want to improve?

- Outreach
 - Schools *
 - How do we get school systems who don't know us to interact? (Not much City of Richmond school interaction)
 - How do we establish more warm connections? **
 - Find a way to connect with local school representatives.
 - Groups that want us to reach out don't respond much.
 - Build Credibility through results
 - Outreach to Mentors and Problem Owners
 - We want more mentors and problem owners; solutions are the same above.
- Inter-team Communications
 - There was not much exposure to other teams working on the challenge. Private Emails + Communications were the main method of working in a team
 - Could feel isolating at times
 - Nathan suggested that we have a bi-weekly Picture + Paragraph posted in a public setting. This will let teams know that other people are working on their challenge as well.
- Communication what sort of problems we are looking for.
 - Paul Manning was not sure what sort of problem we were looking for (we had to generate some examples)
 - GRTC nontechnical problem → technical solution was not evident
 - Sometimes people don't know their solution, so they don't think their problem fits.
 - Lots of coaching and brainstorming required for finding what problems to work on.
 - Can use reference material to show past problems.
- Organize Generated Challenge Materials
 - Website - update with post symposium info
 - Where do we store pictures? (IEEE Collabratec)

- Logistical improvements
 - T-Shirts, ordered too close to the symposium, shipping delay, now we have to get them to everyone
 - Last minute symposium planning
 - Registration, Food, etc.
 - Prioritizing what symposium objectives we want to accomplish
 - Secure the Venue early, secure the day early, secure registration early, secure food + swag early.
 - We couldn't have gotten the venue earlier this year.
- Sponsors
 - Networking with (local) Companies
 - Logos on Shirt
 - Swag
- Media Coverage
 - We sent some info, but none attended
 - (Event Flyers)
- Media Materials
 - Symposium Event Flyer
 - Press Kit
 - For whatever event we want press for
 - Picture
 - Information
 - A Link
 - Anything else that makes sense
 - Media Campaign
 - Information Sessions, Interviews with mentors + problem owners
- Make the event sustainable for volunteers **
 - Have more volunteers
 - CRM System
 - Compiled Materials / resources for running the Challenge, Lessons Learned, Expectations
 - Having a built-in survey plug in for IEEE (survey monkey + google forms are blocked at some worksites)
 - IEEE has a survey squirrel
- IEEE Card was not accepted at Chipotle.
 - Allen used his card, and expense report was flagged for an audit
 - Can we pre-authorize the purchases?
- Virtual Aspects
 - Dedicated Zoom Coordinator
 - Duncan's Icon taking up the whole room.
 - Zoom Recording started late

- Zoom didn't record breakout rooms
- Documentation of Event
 - Interviews of each participant
 - Interaction with mentor
 - What would you recommend for future students?
 - Dedicated space for interviews
 - Comments from parents / mentors
 - Video recording quality was ok
 - Background Noise
 - Picture Resolution
- Coordinating the event
 - Timing
 - Petition for volunteers
 - This gives another chance for bringing members in to engage
 - Having responsibility areas for day of event
 - Having a for each responsibility.
 - Check Ins
 - We had 2 check-in lists
 - Discrepancies between the lists.
 - How to facilitate check in easy and information gathering way
- Shared Record System
 - CRM for participants.
 - Update the registration for a few participants
 - Agreed upon process + Authoritative document
 - Name, Team, email, minor statues, parents, parents' email, etc.
- Budgeting for things in advance in case we need to solicit for more funds.
- Remaining Budget Items
 - Team funds?
 - T-Shirts

<https://www.youtube.com/watch?v=plG0-Xe8iuk&t=1s>