



## **“42 Days of BEST”**

### **Weekly Tasks for Schools, by a school ...**

#### **Pre-Kick Off**

- Recruit support from teachers, admin, parents
- Locate a place to build
- Start a website; identify a Webmaster
- Find artistically talented students
- Recruit mentors
- Recruit students and identify leaders
- FUND-RAISE (for team t-shirts, travel expenses, marketing booth supplies)
- Get to know your bookkeeper at school and learn the legal way to handle funds
- Prepare a budget
- Identify companies to print t-shirts, brochures, etc.
- Conduct team-building exercises
- Have team meetings to organize
- Designate a photographer(s) and start taking pictures
- Have safety workshop

#### **Kick Off Day**

- Identify and take team leaders
- Take a photographer
- Take a tape measure to measure the details of the field
- Draw details of the field
- Bring a van for the robotics kits!

#### **Week 1**

- Design the team t-shirts
- Establish theme for booth
- Select give-away items for booths (ask mentor companies, companies that have a relationship to the game theme &/or robots, tourism, banks, hotels)
- Locate a promotional button making machine
- Post a BIG SIX WEEKS’ CALENDAR with deadlines in RED
- Team-wide brainstorming meeting- some of the most creative designs do not come from the engineering student groups
- GET A ROBOT CHASSIS MOVING ON THE GROUND – figure out how to keep the wheels on!
- Make sure everyone knows the game rules – REVIEW! REVIEW!! REVIEW!!!
- Mentors should build the key components of the playing field
- Make sure the Webmaster is updating the website weekly – daily if needed

- Assign a “properties manager” to be responsible for all building materials (robotics, consumables, marketing booth, promotional materials, etc.)

### Week 2

- Make sure team engineers are documenting ALL their design efforts- good and bad – show your work!
- Give-aways should be ordered

### Week 3

- T-shirts should be ordered
- Call local newspaper and invite them to see what you’re doing
- Visit local middle and elementary schools to show & tell what you are doing!

### Week 4

- Complete construction!
- Start pulling the oral presentation together
- If you plan on using a/v and PowerPoint in the oral presentation, bring your own equipment and make sure one of the presenters knows how to set it up. PRACTICE! PRACTICE!! PRACTICE!!! Make plans in case any or all technology fails!
- Begin pulling together material for the BEST engineering notebook.
- Make travel arrangements for Mall Day (the only Practice Day for robot driving)
- Send out competition invitations to school admin, teachers, and local officials
- GO TO MALL DAY NO MATTER WHAT – even if your robot does not yet run!

### Week 5

- Make repairs and adjustments from Mall Day!
- You don’t have to take the whole team - but do take engineering team and drivers
- Decide which students will be assigned to the marketing booth - make sure they are very knowledgeable about the project and good at public relations, not shy – must talk to strangers

### Week 6

- Paint the machine early in the week!
- Discuss sportsmanship!
- Assemble the engineering notebook and make sure it’s at the designated spot by the deadline!
- Practice the oral presentation ... PRACTICE! PRACTICE!! PRACTICE!!! (Repeat!)
- Prepare the drivers for loud music and distractions

### POST- GAME

If NOT advancing, RETURN ROBOTICS “Returnables” Kit Materials BEFORE LEAVING!! (electronics, controllers, brains, etc.)