**II Labs: Next Steps as of August 2010**

***NEEDS: Timelines, Who is doing what, what else needs to be filled out***

***Today:***

***Prep tom grastry***

***Prep group+ agenda***

***Find someone for next week***

**Hack-a-thon**

* Location/Date – early/mid October--JEANNE
	+ ID potential places, food sponsors, funders
	+ Compare Chicago/SF and pick
* Marketing/Outreach: Late August/Early September
	+ Web site page (at hacks/hackers? Do we create our own as well?) + form/application: Erin—one taking, application, form…
	Check: Hacks/hackers:
	+ Craft explanation/announcement to TMC members: TVS
	+ Organize one-on-one outreach to TMC members (create similar script for emails and phone talking points): TVS, recruit EPB and JB to one-on-one outreach
* Sponsors: TVS + Jeanne brooks,
	+ Continue sending to potential funders
	+ Identifying in-kind donors/donations:
* Press Strategy: EPB (burt—use his list?)
	+ Create press list (w/contacts) to announce hack-a-thon (emphasis on tmc, members and hacks/hackers): Erin, twitter + facebook
	+ Need pre-press release + post-press release
* Hack-a-thon Agenda: TVS
	+ Get copy of last hack-a-thon agenda
	+ Craft agenda
	+ Find voters?

**User-Design: TVS, interns**

* Need Timeline
* Research User Design Case Studies/Find Sample Q’s
* Organize reports/stats into 1 doc
* Design Template Observation time and q’s
* Write overarching description
* Recruit other TMC members (have TMC Mobile lab members get on calls to help recruit)
* Create User Profiles

**Community/Journalism:** Jeanne

* Find/location for in-person meeting
* Recruit additional experts

**DR Workshop: TVS will take outline**

* Follow up from each workshop
* Write 1-2 pg report on total of DR Workshop

**Mozilla+Hacks/Hackers Course**

* Figure out next steps
* Recruit TMC members