

# Planning guide

This project and presentation planning guide will help you keep track of your progress, as well as set goals throughout the year.



Don't forget to write down some meeting take aways or action items!

CYBER SWAT

# 01.

Meeting 01.

## Getting to know each other

Introduce Cyber Safety Awareness Week; set up club social media accounts.

# 02.

Meeting 02.

## Introduce Cyber Safety Awareness Week

Start thinking about ideas for team projects and presentations; set goals and deadlines.

# 03.

Meeting 03.

## Principles of cyber safety

Choose dates for Cyber Safety Awareness Week; ask approval from school administration; have a few ideas for events and activities.

# 04.

Meeting 04.

## Trends in the digital world

Develop a list of issues you might want to tackle during Cyber Safety Awareness Week; confirm permission from school administrator.

# 05.

Meeting 05.

### **Privacy**

Solidify Cyber Safety Awareness Week calendar of events; confirm presentation dates and topics.

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# 06.

Meeting 06.

### **Predatory behavior online**

Delegate tasks for Cyber Safety Awareness Week among team members.

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# 07.

Meeting 07.

### **Dating in the digital age**

Update on member tasks; outline presentations.

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# 08.

Meeting 08.

### **Cyberbullying and cyberstalking**

Update on member tasks; draft presentations.

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# 09.

Meeting 09.

### **Mental health and wellness**

Update on member tasks; create follow-up assignments for any tasks that have not been fulfilled; review presentations.

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# 10.

Meeting 10.

### **Careers**

Update on member tasks; rehearse presentations; assign last minute details among group members.

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# 11.

Meeting 11.

## **Preparing for Cyber Safety Awareness Week**

Final preparation for Cyber Safety Awareness Week activities; confirm any guest speakers, double check all materials, make sure rooms are reserved, etc.

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# 12.

Meeting 12.

## **Cyber Safety Awareness Week**

# 13.

Meeting 13.

## **Review Cyber Safety Awareness Week**

Review Cyber Safety Awareness Week activities; keep notes for next year's club; put finishing touches on presentations.

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# 14.

Meeting 14.

## **Middle school presentation**

# 15.

Meeting 15.

## **Elementary school presentation**

# 16.

Meeting 16.

## **Review presentations**

Review presentations; discuss what went well and what could be improved; make notes for next year; make plans for the end-of-year celebration.