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.

06.

07.

08.

09.

10.

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.

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.

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.

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