

Date	Task	To Do
Week 1 30 th October to 3 rd November	Meeting with Carla Fallen (Head of Technicians team) Ameet Hindocha, Priscilla Pang, James Hopkins and Micheal Hurley (3D Spatial Design course leader) to discuss and prepare the SOW, the workshop and the project brief and Unit 2 learning outcomes	<ul style="list-style-type: none"> - Prepare files to cut for the Digital workshop - Prepare the teaching resources - Write the lesson plan and liaise with Mike Hurley and the Technicians team - Announce the workshop on Moodle - Prepare a sign-up sheet for students - Prepare workshop materials - Prepare the participant consent forms
Week 2 6 th to 10 th November	Meeting with the technician's team to finalise the workshop preparation, cutting materials and teaching resource Contact Paul Lindey about the ARP poster and material library	<ul style="list-style-type: none"> - Finalise the consent forms - Prepare the feedback form questions - Finalise the workshop materials and delivery - Send participation consent form to Paul Lindey
Week 3 13 th to 17 th November	Workshop delivery group 1 and 2– 40 students Reflection of the workshop and feedback findings	Workshop delivery <ul style="list-style-type: none"> - Revised question - Make second Feedback form
Week 4 20 th to 24 th November	Workshop delivery Group 3 and 4 – 40 students Reflection of the workshop and feedback findings	Workshop delivery <ul style="list-style-type: none"> - Reflection of feedback forms and findings
Week 5 27 th November to 1 st December	Group discussion with technicians' team and Mike Hurley on the	<ul style="list-style-type: none"> - Reflection - Reading - Blog

	workshop delivery and finding Discussion on next year workshop	
Week 6 4 th to 8 th December	Presentation Prep	<ul style="list-style-type: none"> - Reflection - Reading - Blog
Week 7 11 th to 15 th December	Interview with Paul Lindey	<ul style="list-style-type: none"> - Reflection on interview - Reading - Blog
Week 8	Presentation prep	<ul style="list-style-type: none"> - Reflection on interview - Reading - Blog
Week 9	Presentation prep	<ul style="list-style-type: none"> - Reflection on interview - Reading - Blog
Week 10	Presentation prep	<ul style="list-style-type: none"> - Reflection on interview - Reading - Blog
Week 11	Presentation prep	<ul style="list-style-type: none"> - Reading - Blog
Week 12	Presentation	