Team Planning Guide Instructions:

Get inspired with the example schedules:
- Plan dates of important tasks
- Break down tasks into manageable components

Plan ahead with the goal-setting worksheets:
- What tasks will you complete?
- Who will be in charge of each task?
- When should each task be finished?
- What skills do you need to start learning?

Print the calendar and write in:
- Team meeting dates
- Events to schedule around (prom, exams, etc.)
- Team deadlines

Prepare with the event-day checklist:
- What to bring?
- Assign task leaders

Example Schedule – 1 Meeting/Week

Week	Meeting	Homework
1	• Go through rulebook together • Set goals and timeline • Set roles • Create a shared folder for documents • Create rough outline of presentation slides • Exchange contact information	• Take TRUST exam • Coach: submit registration
2	• Learn about drone components • Start building kit • Take pictures of building process	• Upload pictures to shared folder
3	• Finish building kit • Set safety rules for first flight	
4	• Learn about flight and ground control station • Set up controller and ground control station	
5	• Programming • Troubleshoot electronics as needed • First semi-autonomous flight • Take videos of flight	• Upload videos to shared folder • Research programming questions
6	• Mechanism design and prototyping • Take pictures of process	• Upload pictures to shared folder
7	• Final mechanism build • Mechanism programming • Take videos of mechanism	• Upload videos to shared folder
8	• More programming • Troubleshoot as needed	• Research programming questions
9	• Work on technical presentation slides • Finalize competition strategy	• Get peer and teacher opinions on slides
10	• Go over safety rules • Practice flight	
11	• Practice semi-autonomous flight • Practice autonomous flight • Practice technical presentation • Take all videos still needed for virtual tasks	• Upload videos to shared folder
12	• Finalize slides • Submit slides • Submit milestones	
13	• Practice semi-autonomous flight • Practice autonomous flight • Practice technical presentation	
14	• Prepare supplies for competition • Pack everything • Assign roles (transportation, checking in, etc.)	

Example Schedule – 2 Meetings/Week

Week	Meeting 1	Meeting 2	Homework
1	• Go through rulebook together • Outline major tasks • Set roles • Exchange contact information and create a group chat	• Set goals and specify timeline • Create game strategy • Create a shared folder for documents with a rough outline of presentation slides	• Take TRUST exam • Coach: submit registration
2	• Learn about drone components • Start building kit • Take pictures of building process	• Finish building kit • Set safety rules for first flight	• Upload pictures to shared folder
3	• Learn about flight and ground control station • Set up controller and ground control station	• Research Python • Start programming • Troubleshoot electronics as needed	
4	• First semi-autonomous flight • Take videos of flight	• Finalize ground station setup • Practice semi-autonomous flight	• Upload videos to shared folder
5	• Mechanism design and prototyping • Take pictures of process	• Mechanism prototype testing • Take pictures of process	• Upload pictures to shared folder
6	• Final mechanism build • Take pictures of mechanism	• Mechanism programming • Mechanism flight test • Take videos of mechanism	• Upload pictures to shared folder
7	• More programming • Troubleshoot as needed	• More programming • Troubleshoot as needed	• Research programming questions
8	• Work on technical presentation slides	• Flying practice	• Get peer and teacher opinions on slides
9	• Go over safety rules • Practice semi-autonomous mission	• Practice autonomous mission	
10	• Practice semi-autonomous mission • Practice technical presentation • Take videos still needed for virtual tasks	• Practice autonomous mission • Practice technical presentation • Take videos still needed for virtual tasks	• Upload videos to shared folder
11	• Finalize slides • Submit slides • Submit milestones	• Practice presentation • Practice answering judge questions	
12	• Practice semi-autonomous mission	• Practice autonomous mission • Practice technical presentation	
13	• Practice semi-autonomous mission	• Practice autonomous mission • Practice technical presentation	
14	• Go over competition strategy • Final flight practice	• Pack everything for event • Assign roles for competition-day transportation, checking in, etc.	

Goal Setting – Scoring

Team Name	Team Members

Task Breakdown

Autonomous

Point Goal: _____

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Semi-Autonomous

Point Goal: _____

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Presentation

Point Goal: _____

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Virtual Tasks

Point Goal: _____

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Goal Setting – Tasking

Team Name	Team Members

Due Dates

- ☐ _____
- ☐ _____
- ☐ _____

- ☐ _____
- ☐ _____
- ☐ _____

Skills to Learn

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Member Assignments

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

January

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13 Kickoff!
14	15	16	17	18	19	20
21	22	23	24	25	26	27 Coach Training
28	29	30	31			

February

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Event-Day Checklist

Team Name	Team Members

Packing List

❑	Safety glasses	❑	
❑	Battery & charger	❑	
❑	Ground station laptop & charger	❑	
❑	Drone	❑	
❑		❑	
❑		❑	
❑		❑	
❑		❑	
❑		❑	

Event-Day Tasks

Task	Leader
❑ Check in team	
❑ Set up team table	
❑ Plug in battery	
❑ Bring breakfast & water	
❑	
❑	
❑	
❑	
❑	