Terminal >hackathon

Tech takes on Mental Health

HANDBOOK

In this handbook.
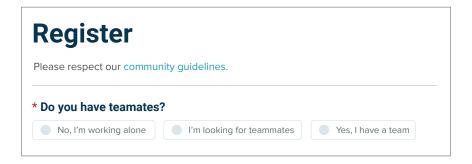
Foreword

This handbook was created to provide your team with the support and guidance necessary to run a successful hackathon.

Forming your team

During the initial phase of a hackathon it is important to properly define your profile, specifically focusing on what you are interested in, your proficiencies, skills and competencies. This will allow other participants that share common interests to find you, as well as teams that are in need of your skillset.

Register

Please respect our community guidelines.

* Do you have teamates?

| ○ No, I'm working alone | ○ I'm looking for teammates | ○ Yes, I have a team |

I am working alone

If you are working alone this does not imply that you will be working alone on a project, but rather, that you are available to join a team.
In this case:

- In the **submissions tab**, browse the list of project submissions and reach out to teams that are still looking for members;

- You can also follow the threads on the **discussion forum** to see ideas as they emerge;

I am looking for teammates

2 possible scenarios here:

1 You have an idea and are looking for team members to help you develop the solution

- Make sure to submit your project as early as possible for every-one to see, making sure to identify the skills and competencies that you are looking for to implement the solution
- **Here** is a short video and **documentation** explaining how to manage submissions
- To find teammates, you may browse the list of participants searching for those that have the appropriate skills
- You can also post on the **discussion forum,** or join our **slack community**.

2 You don't have a project/idea but want to find peers to find one as a team

- Browse the list of participants looking for people that share common interests;
- Engage with these people directly or through the discussion forum - propose to form a team;
- You can also join our **slack community** (#team-formation or #discussion-brainstorming)
- Once you have your project, submit it (see above for link to video and procedure to do so);
- Then follow the guidelines below to start brainstorming ideas.

Yes I have a team

If you have a team already (but are not the one who has submitted the project), make sure to add yourself to the list of members for the project you are working on in the **submissions tab.**

Organizing your team

Kickoff meeting

Here is a typical agenda for your initial kickoff meeting. Communication tools such as Zoom, GoToMeeting, Google Hangouts, Whatsapp, Slack or UberConference can all be used to facilitate virtual meetings.

Agenda

Introductions: roundtable to introduce each member, namely:

- Skills, expertise and experience
- Expectations for this project
- Main interests
- Availability

Roles and responsibilities

Clarify who will do what?

Project title

Make sure your project title is short, attractive and explicit

Communication

Determine how you will communicate and when

- Frequency and timing of virtual meetings
- Tools to use for asynchronous communication (eg: slack)
- Time Zone differences and scheduling constraints

Environment

- What technical environment do you have at your disposal?
- What environment do you need for your project?
- Do you have special needs? support?

Roles and responsibilities

Although this is a short project, you may want to consider clarifying roles within the team. First, upon project submission be sure to provide an email where we can reach your team at. Then consider the different project phases and assign owners up front, **namely for:**

Design

Coding

Testing

Final Deployment

Video production / montage

Documentation (project and user documentation)

In the event where additional support is needed for your team to proceed, contact us at **hackathon@terminal.io** and we will see if and how we can be of assistance.

Coaching support

Coaches are available and happy to support your team during the event.

They can assist you with:

- Business support - to validate your solution's value proposition
- Product development best practices and guidance
- UX/Design guidance in the initial stages of designing your app
- Testing support in case you need pairs of hands to test your applications
- Video production/final presentation pitch.

Should you need the assistance of a coach, **email us at hackathon@terminal.io**

Planning and organizing your time

The hackathon will run for 4 weeks and is broken down into 2 main phases:

Phase 1: Ideation and team formation
Phase 2: Coding and deployment

Remember that you have to deploy a finished product by the end of the hackathon. Incomplete solutions won't be accepted and reviewed but can still be submitted for visibility and feedback given all the hard work you will have put in it.

Here is a recommended project plan to organize your time during the event:

PHASE 1

Week of Nov 9

This is the first week of your hackathon and the ideation phase, you can use this week to:

- Educate yourself on mental health and challenges (some resources provided)
- Initial team formation for your project
- Hold your kickoff meeting
- Setup your environment
- Run virtual ideation sessions
- Define/refine your idea and project
- Start preliminary designs
- Finalize your design
- Start coding your solution
- Leverage coaches as needed

PHASE 2

Week of Nov 30

Final week of the hackathon, project submissions are expected. During this week:

- Document your solution
- Finalize and test your code
- Prepare a short demo video (3 min max)
- Prepare the project documentation for submission

> **Tips:** if you are partnering with members in different geographical locations or time zones, that can play to your advantage, although it makes communication a little harder.

Remember: the final submission deadline is Wednesday December 9 at 12:00PM (EST)

Designing and developing your solution

Running virtual ideation sessions

Although you can use the standard communication tool to host your ideation sessions, other tools such as **Miro** (formerly known as Realtime board) can be a great companion to facilitate this phase.

Identifying a challenge

The goal at this phase is to define the problem you want to solve.

You will find in the addendum resources and links to learn more about mental health, the crisis and challenges faced by the community, the government and organizations worldwide. We have also provided you with a list of available information and datasets, in addition to sample ideas that have been proposed through different initiatives. Feel free to run with one of these ideas, this is what they are meant for.

A key consideration in selecting your challenge is to look at its alignment with our criteria, namely, consider the **overall impact to society** in response to the crisis. Is this challenge only affecting a few people or many? is it local to a city, a country or does it impact the world as a whole? The bigger the reach for your solution, the higher the impact and the higher your score.

Also consider your ability to develop a finished, working app in the time you have available. We will be evaluating the overall quality and completeness of your solution, as well as the ease with which we can deploy it and make it available to address the crisis quickly. Air on the side of simplicity if you can.

Design

Once you have identified your problem, ask yourself (and document):

- Who is impacted by this problem and why?
- What solution will address the problem?
- What similar solutions may have been already developed?
- Who else is looking at solving this problem?
- What is available as data / information?

Elevator pitch

Creating an elevator pitch is a simple yet powerful way to crystalize and communicate your idea, while providing greater alignment within your team.

> **For** (target audience)
>
> **Who** (problem you are trying to solve)
>
> **Our solution's name** (explain your solution in a sentence or 2)
>
> **Unlike** (explain how your solution differs from others out there)

Project canvas

Alternatively, you can also use a project canvas. This provides a quick way to visualize the problem and the scope of your solution. A template has been provided below.

Problem Statement	
Users / People impacted • Target audience	**Features** • MVP
Project overview / elevator pitch (from above)	

Project overview / elevator pitch (from above)

For	[target audience]
Who	[problem you are trying to solve]
[our solution's name]	[explain your solution in a sentence or 2]
Unlike	[explain how your solution differs from others out there]

Partners • Who can help?	**Planning** • Steps to complete the project • Technologies to use • Constraints and limitations to keep in mind • Roles and responsibilities • Project management tools to use to coordinate all efforts (Trello, GSuite/GDrive and Asana can be useful for this)

Market research

Although we don't have much time to develop our solution, it may be valuable to ask yourself a few questions to validate the viability of your solution, **namely:**

- Are there sufficient potential users to justify building this?
- What are those users' needs?
- Will the solution address those needs?
- How likely will users use your solution?
- What other solutions exist that may make your solution less attractive?

Planning and scoping your solution

Given the time constraints your team is unlikely to produce a very sophisticated and feature rich solution. As such it is important to consider what the minimal viable product would look like. This will help you prioritize the features you will implement. Remember that you can always refine your solution after the hackathon ends but it must contain sufficient features to be usable by your target users the next day.

A minimal viable product (MVP) represents the minimal feature set your solution must possess to be usable and attractive to your target audience. To determine what those are, **ask yourself:**

- Which features will be needed to address the problem you have identified?
- Which feature could differentiate your solution from others that already exist on the market?
- Which features are users likely to use more?

Validation

Once your MVP is identified, if you can, take a bit of time to validate your design/idea. The best way to do so (if time permits of course) is by reaching out to and interviewing a sample set of potential users. You can also use one Terminal's coaches/mentors.

During the validation phase, think about the following:

- What hidden assumptions are you making as you are defining your solution?
- How will you test your solution?
- How will you know it is successful in addressing the challenges you have identified?
- What would be some of the metrics you would use for this?

Tip 1: start documenting your solution earlier than later, you will find that in doing so many of the issues can be uncovered and addressed early on.

Tip 2: DevPost has released a **Testing Guide** with valuable information about deployment and testing sites that you can leverage to test beta versions of your application. Have a look!

Project submission

Submitting a project (an idea)

You can submit your project at any time during the hackathon. We recommend that you submit as early as you can if you are looking for additional teammates to increase your project visibility. You can also wait until your team is formed. Once your project is submitted, you can edit it until the end of the submission period. Once the submission period is over, your project will be sent to the hackathon judges. Make sure it contains all the required information.

For a short video on how to submit your project submission **click here**

Documenting your project

Take the time to review the submission guidelines and requirements on the DevPost site to ensure you comply with them.

Creating your demo video

Consider these tips as you record your demo video:

Planning

- Write the storyboard/script before recording. Rehearse it a few times

- Tell a story that is appealing to the audience, don't make it too technical.

- Make sure to convey a strong and convincing message, be enthusiastic about your project and idea

- Consider adding numbers or charts (where applicable) as it captures people's attention

- You can bonify your content with free stock photography from **Pexels** or **Pixabay**

- Also consider background music, for as long as it does not interfere with your message- attention must be on you, not on the music. Here is an interesting **library** you can use

- Make sure to stay within the time limits requested, maximum 3 minutes.

Recording

- Talk clearly and loud enough - test your system's sound before

- Use appropriate lighting

- Make eye contact with the camera, don't read your script

- Use voice over, visuals, captions or animation as needed

- Shoot your video in landscape instead of vertical mode

- Careful of not showing/disclosing any confidential/ personal information that may violate privacy policies

- Record multiple takes, you can edit them afterwards

Editing

Here is a list of tools you can use edit/produce your video:

- Camstudio (free)
- Adobe Sparks (++ on special effects)
- ClipChamp
- FilmoraGo (android phone editor)
- iMovie (mac or iphone)

Contact us

Should you need additional information, support or should you have any questions, feel free to contact us at **hackathon@terminal.io**

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