

**\*\*Complete the following if you HAVE made a Year Plan for GS 2020\*\***

- On the Year Plan tab, add a STEM badge meeting from the Meeting Library (Hint: click on Add Meeting), then drag and drop the meeting to be your third meeting in the year.
- From the Year Plan tab, when you click on the date of the new STEM badge you added what are you all able to do:
  - Change the meeting date? Yes No
  - Change the meeting time? Yes No
  - Delete the meeting? Yes No
  - Change the meeting location? Yes No
- Find a Meeting with a Meeting Aid. What is the name of the Meeting and Meeting Aid you found: \_\_\_\_\_
- Lengthen the closing ceremony from 5 min to 10 min. (Hint: scroll to the bottom of the agenda of one Meeting Plan)

**Super Speedy!? Here's More:**

- On the Year Plan tab add a field trip (Hint: click on Add Activity)
- On the Meeting Plan tab, replace the first meeting with a different meeting (Hint: click on Replace this Meeting and select something from the meeting library)
- Open a "Reminder Email" from a Meeting to tell parents what to expect. What does the "Subject" line say: \_\_\_\_\_
- Switch the order of two activities on any Meeting Agenda (Hint: drag and drop)
- Go into any Meeting and add a customized agenda item (e.g. Celebrate Sally's birthday)
- Explore the resources tab to find the Outdoor Progression Chart. Is the 3<sup>rd</sup> step in the chart Meet Out, Move Out, or Explore Out? \_\_\_\_\_