

Organizer Template

≡ Category	Workshop
≡ Content Type	Organizer

Overview

Purpose:

What needs to be organized, prepared, or coordinated?

Owner: TBD

Deadline: TBD

Related Workshop / Event: TBD

Objective

What needs to be accomplished?

TBD

Tasks

☐ TBD

☐ TBD

☐ TBD

People Involved

Person	Responsibility	Status
TBD	TBD	TBD
TBD	TBD	TBD

Requirements

What is needed to complete this?

Accounts / Access

☐ TBD

Equipment

☐ TBD

Software / Services

☐ TBD

Files / Materials

☐ TBD

Dependencies

What must happen before this can be completed?

- TBD
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Important Links

Related Notion Page:

TBD

Google Drive:

TBD

GitHub:

TBD

Other:

TBD

Decisions

Record important decisions here so the team knows what was agreed upon.

Decision

Date: TBD

Decision: TBD

Reason: TBD

Issues / Blockers

Issue

Problem: TBD

Owner: TBD

Next Step: TBD

Status: Open

Notes

- TBD
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Completion Checklist

- ☐ Required tasks are complete
 - ☐ Relevant team members have been informed
 - ☐ Required accounts and access are confirmed
 - ☐ Required materials are prepared
 - ☐ Dependencies are resolved
 - ☐ Final result has been verified
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After Completion

Outcome:

TBD

Anything to improve next time:

TBD