**New Google Sites Workshop, 17 Jan, 1530-1730, Creative Lab in G/F Library**

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| Time | Role / Arrangement | In-charge/Staff |
| 1430-1530 | CFS Meeting (C-LP-17)  Preparation for Workshop Materials | Lok  Horace, Angela, Noel |
| 1500-1530 | Reception Counter (Outside the entrance, may until 1600)  Bring people enter library  Set up DV  Usher | Noel  Angela  Horace  Lok |
| 1530-1700 | Promotion of on-site support scheme  New Google Sites Workshop  Take care video set  Take Photo  Teaching Assistant | Lok  Bill  Horace  Noel  Horace, Chui Yan, William |
| 1700-1730 | Facilitate Discussion  Take Photo | Lok, Horace, Angel, William, Chui Yan, Bill  Noel |
| 1730-1800 | Tidy up | All |

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| Materials & Equipment: | In-charge |
| Attendance List | Noel |
| Signage | Noel |
| Teacher label | Noel |
| U Shuttle & parking | Horace |
| Equipment | Horace |
| Workshop evaluation Form | Lok |
| Workshop Handout | Horace |
| Slides | Lok |
| Checking and preparation:  Internet, Google Apps, Working folder | All |