# Demonstration Agenda & Checklist

**To be given to the person conducting the demonstration**

Each item is to be checked off as it is completed

|  |  |  |
| --- | --- | --- |
| **No.** | Agenda Item | Who |
|  | * Development timetable overview | [Aaron Holmes](https://cats-edge.atlassian.net/wiki/display/~aarongh) |
|  | * Goals for current Release | [Yared Ayalew](https://cats-edge.atlassian.net/wiki/display/~yareda) |
|  | * Goals for upcoming Release | [Yared Ayalew](https://cats-edge.atlassian.net/wiki/display/~yareda) |
|  | * Pilot- & Field-test update * **Relevant case-team leaders invited to speak** | [Yared Ayalew](https://cats-edge.atlassian.net/wiki/display/~yareda) |
|  | * CATS demonstration including: * Food items * Non-food items * [Ethiopian Calendar](https://cats-edge.atlassian.net/wiki/pages/viewpage.action?pageId=2654312) vs [Gregorian Calendar](https://cats-edge.atlassian.net/wiki/pages/viewpage.action?pageId=2654315) display * [Ethiopian Calendar](https://cats-edge.atlassian.net/wiki/pages/viewpage.action?pageId=2654312) vs [Gregorian Calendar](https://cats-edge.atlassian.net/wiki/pages/viewpage.action?pageId=2654315) selection & data entry * [Ethiopian Calendar](https://cats-edge.atlassian.net/wiki/pages/viewpage.action?pageId=2654312) vs [Gregorian Calendar](https://cats-edge.atlassian.net/wiki/pages/viewpage.action?pageId=2654315) reporting * Amharic Display &  [Ethiopic Data Entry](https://cats-edge.atlassian.net/wiki/display/CATS/Ethiopic+Data+Entry) * DRMFSS feedback | DRMFSS Staff  Development team |
|  | * Next demonstration date & location | [Yared Ayalew](https://cats-edge.atlassian.net/wiki/display/~yareda) |
|  | * Demonstration retrospective:   ***Tell the participants we want to continually improve the demonstrations.***  To do this:   1. We want them now to focus on the structure of the demonstration and the way it was conducted - NOT the content!!! The content was covered during the Q&A session 2. Ask everyone to write down 1 thing they thought worked well in the demonstration and/or 1 thing they think could have been done better 3. They can put their name on the paper, but they can also leave it anonymous is they wish 4. Please leave the paper on the demonstration table on the way out | [Yared Ayalew](https://cats-edge.atlassian.net/wiki/display/~yareda) |