

Checklist for DDL/Doti In-school Training

June 11-18, 2011

Travel arrangement

Accommodation arrangement

Equipments

11 XO's for Durga School, Bel, Doti

12 bags for Durga School, Bel, Doti

2 small charging racks for Saraswati School, Chasi, Doti from OLE/Budar

1 charger for Hamtad School, DDL

Paperwork

Advance request form

Asset movement form

XO receipt letter for Durga School, Bel, Doti - 4 copies

Equipment handover forms - 8 sets

NEXO Installation Sheets - 8

Class Observation Checklist - 160

Attendance sheet for DDL DEO OLPC Focal Person

Stipend sheet for DDL DEO OLPC Focal Person

Software

NEXO - 2 pendrives

NEXC external HDD with cable - 2 sets

Others

Relevant contact numbers

Camera

CDMA phone

First aid kit

Personal belongings including raincoat, umbrella, extra shoes, cap, etc.

TODO/TO TAKE IN SCHOOLS

22 chargers and 3 bags for Haat School, DDL from WFP DDL SO

80 bags for Saraswati School, Kapadi Gaon, DDL from WFP DDL SO->Budar

School/District Academic Calendar Information - DDL/Doti

No. of students in grades 1-5 in all schools

NEXC (Update school server with latest content)

NEXO (Install NEXO in one of teacher's XO and ask them to clone with the latest version later)