

IN-SMART Project Calendar (2025-2026)

IN-SMART Project calendar	Events	Objectives of events	Admin Issues and remarks																																																	
<div><div>July 2025</div><table><tr><th>Sun</th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr><tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr></table></div>	Sun	Mon	Tue	Wed	Thu	Fri	Sat			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			Kick off meeting Date: 9 Jul 2025 Time: 3:00-4:30pm Venue: Room 206, Runme Shaw Building, HKU	Kick-off meeting Teachers gain a brief introduction to CITE, get a taste of the IDEALS system and network with other project schools								
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Remarks

	Public Holiday
	IN-SMART project events

Simple workflow for survey distribution and collection

Step 1: Collect consent forms and prepare pre-survey materials

- Collect informed consent forms from participating teachers and students
- Prepare pre-survey instruments and related materials

Step 2: Prepare pre-survey tokens based on participation

- Generate individual pre-survey tokens according to the number of signed consent forms
- Conduct internal team testing of the pre-survey instruments

Step 3: Distribute pre-test survey

- Send the survey invitations, instructions, and tokens to the school coordinator **19 Sep**
- Provide a clear deadline for survey completion

Step 4: Monitor the pre-survey response rate and report progress

- Continuously track survey response rates during the open period
- Provide weekly progress reports to the team to enable follow-up by SDO/PA

Step 5: Close the pre-survey and conduct data analysis

- End pre-survey collection on the cut-off date **22 Oct**
- Begin data cleaning and preliminary analysis of the pre-survey results