

DATE: April 3, 2004
TO: Hub Captains
FROM: FlashMob I Organizers



Dear Hub Captain,

Welcome to FlashMob I! First, **thank you** for volunteering to be a hub captain. This exciting project requires a huge coordinated effort by lots of volunteers like you. Being a Hub Captain is a big job. We are counting on you to take responsibility for a few dozen computers in the FlashMob Supercomputer.

To help you prepare to be a hub captain, this packet contains the following information:

- Responsibilities and Guidelines
- Event Schedule
- Pre-Flight Checklist

Please take time to read the entire packet. It contains valuable information that will help us all succeed.

If one single computer fails, for any reason, then the entire system will fail.

Your job is to make sure none of the computers that you are responsible for fail. Three basic ways you can do this:

1. Complete the Pre-Flight Checklist for each computer.
2. Make sure your area is organized and secure.
3. Respond quickly to requests from your supervisor and the command center.

In addition to ensuring the success of FlashMob I, your job is also to help participants feel comfortable and knowledgeable about what is happening. Remember, a participant is just that – a participant – and it is their computer that you will be working with.

The participants assigned to you are your guests and without their help this project will not succeed.

- If they do not feel safe, or they think their computer might be damaged, stolen, or corrupted, **they will leave.**
- If they do not feel like they are part of the process, or they feel pushed around, or ordered around, **they will leave.**
- If they feel like this is a big waste of time, it is not worth it, or their contribution is not valued, **they will leave.**
- **Alienate any participant and THEY WILL LEAVE!**

Your job is also to act as an ambassador or host and do whatever you can to make participants feel like they are a valuable part of the experience

Thank you again for volunteering.

Good luck!

The Entire FlashMob Team



Responsibilities and Guidelines

Before your first participant arrives, please do the following:

- ☐ Meet all supervisors and assistant.
- ☐ Know which tables are your team's responsibility.
- ☐ Meet the other members of your hub team.
- ☐ Meet at least one Flash Mob commander.
- ☐ Know where extra cables are.
- ☐ Have plenty of Pre-Flight Checklists, stickers, and a few pens.
- ☐ Inspect all the cabling.
- ☐ Inspect your network switch.
- ☐ Bring up your own computer on the network.
- ☐ Work out break times with your team so that only one person is on break at a time.

During Set Up

- **If something is not right, do not wait! Get a supervisor fast! Time is of the essence!**
- Your supervisor is your friend. They are your first recourse if there is a problem or a question you cannot answer. They have complete authority and responsibility and the final say for everything on the floor.
- Go to the area where participants have finished registration. Welcome each participant individually. Introduce yourself, ask them their name, and escort them to an open space in your table area. Distribute the computers randomly within your table area. Answer any questions the participant may have. Try to answer as best you can. If you cannot answer an important question, find a supervisor.
- Show them the Pre-Flight Checklist and explain that you will need to complete everything on the list.
- Let them bring their own computer up. Help them, but do not do it for them unless they ask or it is clear they need help.
- If they are unable to bring the computer up successfully, unplug it and send them to the help desk with the computer.
- Once they're up, ask them: "Do you have any questions?" Try to answer as best you can. If you cannot answer an important question, find a supervisor.
- Remind them of the activities that start in the Harney Plaza area at 10AM, and invite them to join the fun.
- 10:45 AM –Ask any remaining participants who are not actively trying to bring computers up to leave. If they are unwilling to leave, for any reason, then find a supervisor.

During Testing and Benchmarking

- It is likely that several full system reboots will be needed. These will be announced over the loudspeaker. Each machine in your area will have to be rebooted.
- To complete the entire benchmark, each individual computer must run to completion. If any machine fails, and we do not have enough time to complete another benchmark, we may have to stop early.



During Breakdown

- Participants may be tired, cranky, or impatient. Hub captains need to be patient with the participants.
- Help participants locate their computers and collect all of their equipment.
- Check participant's ID tags against the asset tags on the equipment. However, uniformed guards at the exit are responsible for the final checkout.
- Assist participants who want their BIOS restored to its original settings.
- Tell participants that the LAN party will be at a designated part of the gym. Help them unplug from the network and plug in again inside the LAN party area.

Supervisors

- ☐ Jeff Buckwalter
- ☐ Peter Pacheco
- ☐ Michael Elliott (Assistant Supervisor)

FlashMob Commanders

- ☐ Pat Miller
- ☐ Greg Benson
- ☐ Alex Fedosov
- ☐ Qing Huang

Schedule

8:00 AM – 10:30AM	Check in and setup
10:30 AM – 11:00 AM	By 10:30, you should have almost all your computers set up and online. By 10:45 you should red tag any computers not online and finish the remaining computers.
11:00 AM	No more installations. You must ask all participants to exit the gym.
11:00 AM – Noon	Testing and tuning. During this hour, the FlashMob Commanders will determine which group of computers will give the best performance. They will request some computers be unplugged, rebooted, etc. You need to stay alert and respond quickly to requests involving your computers.
Noon – 5:00 PM	Benchmarking. Numerous restarts may be required. Slow and unstable nodes may be removed. Again, stay alert and be responsive.
5:00 PM – 7:00 PM	Breakdown. Participants are back in the gym to pick up their computer. Be sure to inspect their tags and compare them to the asset tags on the equipment.
7:00 PM – 10:00 PM	Volunteer Party and LAN Party! You are welcome to attend both.



Pre-Flight Checklist

Complete this form for each computer and place it under the computer.

Off-net Checklist

- ☐ Registration ID: _____
- ☐ Owner's name: _____
- ☐ Characteristics (serial number or other): _____
- ☐ Plug in the computer to AC power.
- ☐ Turn on the computer.
- ☐ Confirm computer is running from AC power and not from battery.
- ☐ Check the BIOS.
 - Boot from CD-ROM
 - Disable all power management when on AC power

Examples: disable auto shut down, standby, hibernate, monitor sleep, and CPU speed regulation. Exception: for Dell laptops, enable speed step if option is available.
 - If computer is a "headless" desktop and has no keyboard or monitor, then set option to allow booting if keyboard and monitor are not present.
- ☐ Write down the BIOS changes you made.

- ☐ Remove any CD from the machine, insert the FlashMob CD-ROM, and reboot the machine.
- ☐ At the GNU GRUB menu, use the arrow keys to start up in Standalone mode
- ☐ At the \$ prompt, type in fm_taco and press Enter
- ☐ Press Enter a few more times to continue with the testing. Note any unusual results.
- ☐ Write down the Gflop rating for the test _____

If anything goes wrong, put a red sticker on the machine and initial the sticker.

On-net Checklist

- ☐ Connect the machine to the network once you have the OK from the supervisor.
- ☐ Reboot the machine with the FlashMob CD-ROM still inserted. Let the installation run.
- ☐ IP address _____
- ☐ Port number _____
- ☐ Accept or reject the node by putting a green or a red sticker on the computer.
- ☐ Initial the sticker.
- ☐ Q&A with owner, then allow owner to leave.