

TEAM MEETS	AGENDA	DESCRIPTION	IMPORTANT DEADLINES & TASKS	MENTOR/EXPERT	
NOVEMBER 2020					
9.11.2020 (FIXED TIME, week 46)	Defining team rules	The team discusses and agrees on team rules. Rules are written down and added to the teamwork platform (for example Miroboard). The channel of communication is also decided on (Zoom, Hangouts, Discord etc.).			
16.-20.11.2020 (week 47). Team decides a meeting time independently. Meeting should be held during the week 47	Discussing team roles and product ideas	Team members discuss the Team Roles test results as an ice breaker. How well do they think the roles fit? Would they be able to form a balanced group based on this information? Taking a closer look at the Challenge and evaluating the ideas.		Mentor contacts team by 16/11 and sends out a doodle for a meeting time for the meeting in week 48	
23.-27.11.2020 (week 48) Team decides a meeting time independently. Meeting should be held during the week 48	Meeting with mentor / Evaluating Ideas, deciding on a team name.	Mentor joins the team meeting on week 48. Defining the strengths and weaknesses of their ideas. Can the ideas be formed into products and start-up businesses? Deciding on a team name, which will be used when submitting tasks to e-Platform.	MILESTONE: Team Rules defined / Task: Team rules submitted to e-Platform by 27.11.	Mentor joins the team meeting on week 48 and discusses team roles with the students, helps them define idea and reminds the about the upcoming milestone (team rules submitted on e-Platform, team name).	
DECEMBER 2020					
7.-11.12.2020 (week 50) Team decides a meeting time independently. Meeting should be held during the week 50	Preparing questions to challenge expert (Meeting with mentor)	(Mentor joins the team meeting on week 50) Team members prepare 3 questions for the challenge expert based on the strengths and weaknesses discovered in previous meeting. Team starts drafting a business plan (one pager) which was presented on 16.11. lessons and is available in e-Platform		Meeting with mentor during week 50/ Discussing the business plan draft with the mentor. Mentor helps the team to come up with 3 questions, which are sent to the expert via e-mail.	

14.12.2020 Meeting starts 15:15 (FIXED TIME, meeting at schools)	Finishing business plans	Team prepares a one pager/business plan on their product idea at the meeting held in schools 14.12.2020, 15:15.	MILESTONE: Product idea and business plan (≈ one pager) / Task: Submit business plan to ePlatform by 18.12.		
14.-18.12.2020 (week 51) Meeting with challenge expert	Meeting with expert	Team joins a meeting with challenge expert discussing the questions prepared last week (business plans can be updated after expert feedback but this is not a mandatory step).		Mentor organizes a meeting with experts on week 51 (can be a joint meeting with other teams from the same challenge), where the teams get answers to the questions prepared and sent on previous week.	