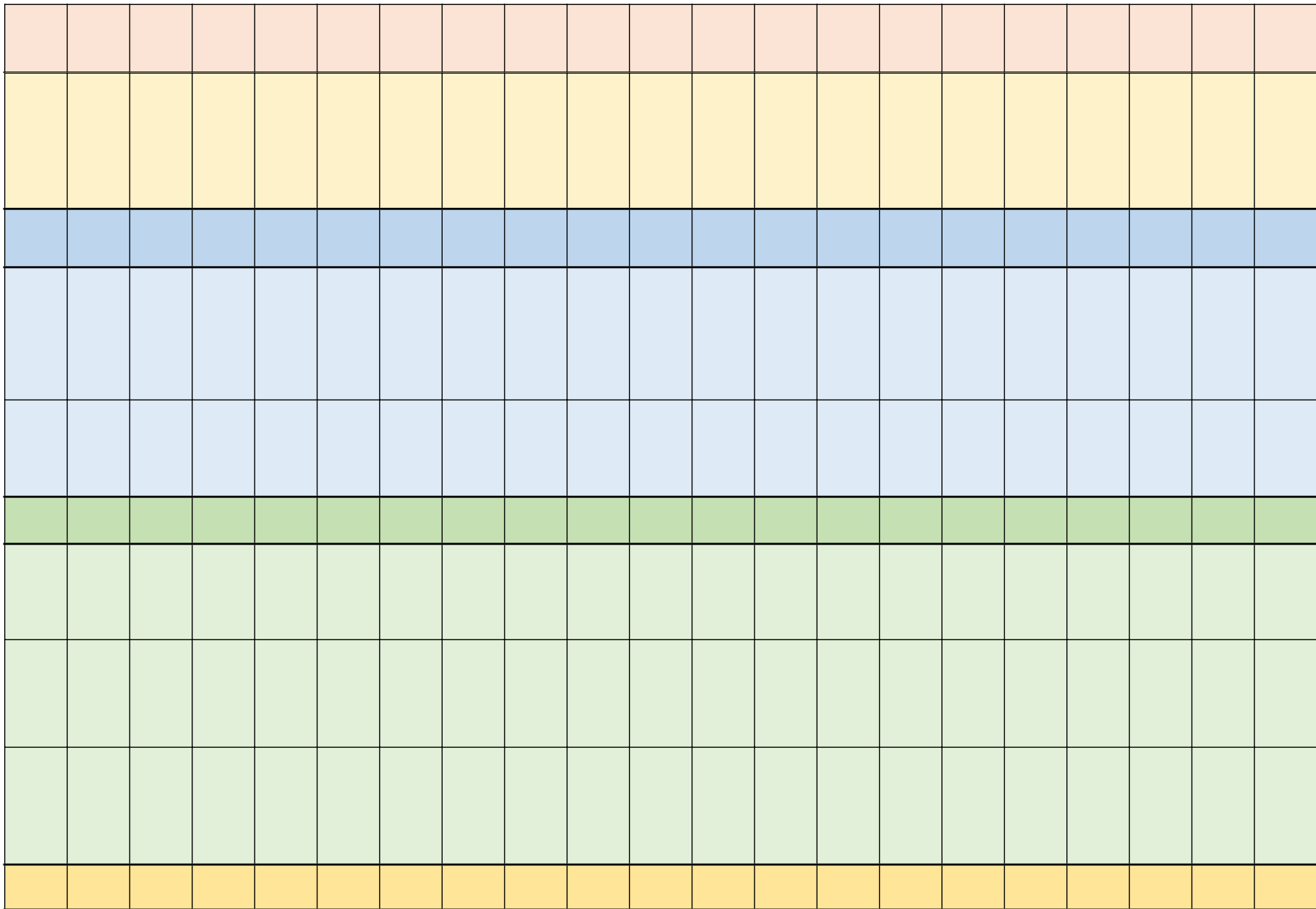| TEAM MEETS	AGENDA	DESCRIPTION	IMPORTANT DEADLINES & TASKS	MENTOR/EXPERT
NOVEMBER 2020				
9.11.2020 (FIXED TIME, week 46)	**Defining team rules**	The team discusses and agrees on team rules. Rules are written down and added to the teamwork platform (for example Miroboard). The channel of communication 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.

TEAM MEETS	AGENDA	DESCRIPTION	IMPORTANT DEADLINES & TASKS	MENTOR/EXPERT
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.
JANUARY 2021				
11.-15. (week 2) (time from Doodle, will be fixed)	**Prototyping I**	Students are introduced with prototyping assignment (by RTU prototyping mentors) that they have to do in this lesson held in Zoom. Time specified from Doodle.	**Home work: 1) Validate prototype with potential customers (piers, parents, teachers, mentor etc.) 2) Prepare presentation:** **-What is the problem they are solving?** **-How did they get to the solution to the problem?** **-What is the solution?** **-What kind of validation and with whom they had?**	
18.-22. (week 3) Team decides a meeting time independently. Meeting should be held during the week 3	**Team meeting**	Talk about results of validation, prepare presentation for next prototyping session. Teams decide on the best prototype to present to the experts. Teams decide who will submit the MILESTONE Proto I to the ePlatform by 22.1.2021	**MILESTONE: Prototype I ready / Task: take a picture, video, printscreen etc. of your proto and submit it to e-Platfom by 22.1.**	Mentor can help if needed

TEAM MEETS	AGENDA	DESCRIPTION	IMPORTANT DEADLINES & TASKS	MENTOR/EXPERT
25.-29. (week 4) (time from Doodle, will be fixed)	**Prototyping II**	Teams are presenting homework presentation to experts, each team has 5 min for presentation, experts just make notes for themselves. Afterwards 30min time slot with experts - all teams on the same challenge talk together with expert.		Expert is present on Zoom. Time from Doodle.
FEBRUARY 2021				
1.-5. (week 5) Team decides a meeting time independently. Meeting should be held during the week 5	**Market research II**	Teams define their target groups and prepare questions for mini market research. Each team member does a mini market research with family, friends etc. (each team member should get answers/feedback from least 5 people). Mentors will join the meeting.		Meeting with mentor during week 5 to talk about feedback from experts and finalize prototype.
15.2. (FIXED TIME, week 7) Online meetings in schools 15:15-16:00 (EET)	**Market research II**	Evaluate and update proto based on mini market research. Teams decide who will submit the MILESTONE to the ePlatform by 26.2.2021	**MILESTONE: Prototype II ready / Task: Submit a picture of your proto and a description of the product to ePlatform by 26.2.**	
MARCH 2021				
22.2-5.3. (weeks 8-9) **no team meetings during week 9 (**Swedish holiday week)	**Pitching**	week 9 Swedish holiday week - no team meetings		Teams send a draft of the marketing plan to the mentor via email by the end of week 9.
8.3. (FIXED TIME, week 10) online meeting in schools 15:15-16:00 (EET)	**Preparing a pitch (video) for the Dragons Den**	Team starts to plan for their video pitch (video) according to guidelines given.		Mentor consults the challenge expert and replies to the team with possible suggestions for the marketing plan.
29.3.-2.4. (week 13) Team decides a meeting time independently. Meeting should be held during the week 13	**Preparing a pitch (video) for the Dragons Den II**	Teams continue working on the video. Mentor joins the meeting to introduce the negotiation game to the team. Teams decide who will submit the milestone marketing plan to ePlatfom by 2.4.2021	`MILESTONE: Marketing plan ready / Task: Submit marketing plan to e-Platform by 2.4.2021`	Meeting with mentor during week 13
APRIL 2021				

TEAM MEETS	AGENDA	DESCRIPTION	IMPORTANT DEADLINES & TASKS	MENTOR/EXPERT
12.-16.4 (week 15)	**Preparing for the Dragon's Den III**	Teams finalize their video for the Business camp & Dragon's Den. Teams decide who will submit the MILESTONE pitch (video) to ePlatform by 16.4.2021. Mentor joins the meeting.	**MILESTONE pitch (video). Task: Submit your ready pitch (video) to the ePlatform by 16.4.2021.**	Mentor meeting
5.-6.5./6.-7.5.2021 (week 18)	**Challenges to Business Camps locally in each country**			