

# Agenda for today

09.15 - 09.45 Intro

09.45 - 10.00 Get ready

10.00 - 11.40 Group presentation (15 min.) + Feedback (15 min.):

## Room 1: Anni

Project brief (Esko-Matti)

10.05 - 10.35 1A

5 min. Break

10.40 - 11.10 1B

5 min. Break

11.15 - 11.45 1C

## Room 2: Taneli

Project brief (Amandine)

10.05 - 10.35 2A

5 min. Break

10.40 - 11.10 2B

5 min. Break

11.15 - 11.45 2C

## Room 3: Nuria

Project brief (Lõmaš)

10.05 - 10.35 3A

5 min. Break

10.40 - 11.10 3B

5 min. Break

11.15 - 11.45 3C

11.45 - 12.00 Troubleshooting

## Getting ready. Checklist:

- ✓ **Steady internet connection (if possible ethernet connection even better!)**
- ✓ **Log in with Aalto email**
- ✓ **Log in using App**
- ✓ **Check audio, and camera are working**
- ✓ **Use headphones**
- ✓ **Laptop charging**
- ✓ **Be in a place you are comfortable and with good lighting**
- ✓ **Familiarise again with the Final Show Plan and when your turn is expected**
- ✓ **Arrange your screen(s), you may need things in print!**
- ✓ **Host 1 + Tutor: Panel view “side-by-side” ready to record!**
- ✓ **Host 1 Messages ready to copy paste**
- ✓ **Host 2 Slide deck in Full screen mode ready**
- ✓ **Video player: Audio is ticked in the Zoom Window**
- ✓ **Spotlighters: Ready to mute people during presentation and Q&A**
- ✓ **Q&A Students are organised who will answer each**

# Troubleshooting

- ✓ **Technical issues**
  - a. Co-hosts move peers and stakeholders (Super Host 1, Spotlighters)
  - b. Audio quality (mic interference with headphones)
  - c. Notifications off
- ✓ **Agenda and roles**
  - a. Tutor announces breaks, welcome back from break and thank you slides
- ✓ **Slides feedback**
  - a. Project brief
  - b. Sharing slides
  - c. Q&A
- ✓ **Time keeper**
  - a. Q&A announces 5 min. and 2 min. By unmuting
- ✓ **Spotlighter**
  - a. Muting the wrong people
- ✓ **Video sharing with audio works**
- ✓ **Spotlighters can mute**
- ✓ **Chat messages and Presemo link works**
- ✓ **Q&A: List of stakeholders on the slide is the order we will follow. Please agree in advance who will answer each stakeholder.**