

## Checklist for a student in a team

List of important things about working in a Demola project team.

### Mandatory deliverables

- Project plan, demo, pitches and final report.
- Weekly blog posts – including working hours (per week and cumulative) and your input to project. See separate instructions on that.
- Feedback survey after project (Demola's, not schools). Tell your teacher by email your teacher that you have given feedback. This is a critical requirement for getting credit points.
- Deliver valid tax card and bank account number to Demola for possible licensing fee in the end of the project

### Reviews

- **Invite all stakeholders** (team, teachers, facilitator, partner) to the project plan review meeting. Send the project plan and an agenda beforehand to all participants.
- Organise meetings and other activities that were agreed in the project plan review. Follow your project's schedule. In the end of the project, organise a review for the final report.
- Arrange the most important meetings early on so that most people can fit them in their calendar.
- If you are using social media or other than Demola web services remember to invite all participants.

### Co-creation meetings

- Have "co-creation gatherings" where you do things with partner weekly.
- Arrange those in a time that suits as many people as possible. Most important: team, partner and facilitator.

### People's roles in Demola

#### Innovators (= the students)

- Key professionals and innovators with capability to think out of the box.
- Everyone is different. Everyone is chosen to the team because she/he has something important to bring to the team -- which is not always obvious until later!
- The project manager. One of your team members. That is a role with responsibility. Help your team to do its best and handle all its problems -- which there will be. Discuss the role with facilitator and teacher if you feel like you need support.

#### Project partner & customer (we need more than 1 person)

- Partner is a team member with limited time frame (not customer).
- Customer is a person customer evaluating the results and their applicability.

#### Facilitator

- Takes care of the value-creation process and enables collaboration.

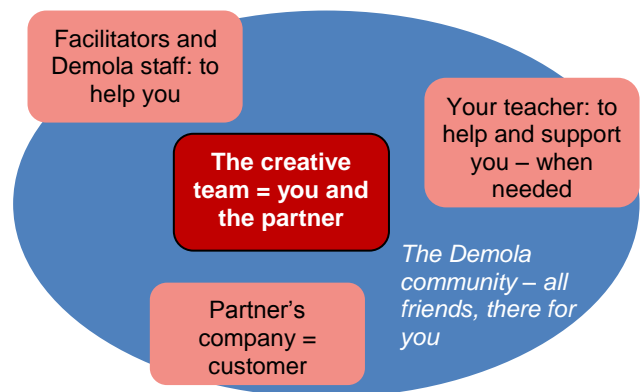
- Are never project managers.
- Main role is NOT to evaluate the value of the output.

#### Teachers

- Your teacher is there to help you and to evaluate your project for the course.
- He/she is not there in a police role, but to support your learning!
- Gets kicks from your success! Link to research, university experts.

#### The Demola community

- Anyone who is present! All are there to collaborate. Be open, help others – and get helped.



### Passing the course

- Just do the things that Demola requires (see the list of mandatory things). But confirm with you teacher if in doubt, if something else is required. Don't believe rumours – requirements may change and depend on the school.
- Contact your teacher early on and verify that what you are doing is sufficient. Keep the teacher informed about what you are doing.
- Have a good, active impact on the team's work and document that sufficiently in the blog and in the end report.

### If you have problems?

- In practical matters, the facilitator helps you. Trust them in any matter.
- In matters that are linked to your skills and knowledge about some subject, ask you teacher.
- In matters dealing with the partner's business and systems, ask the partner.
- All the other people in Demola are there for you! Be open about any difficulties.
- But remember: learning is not supposed to be easy, but it is good to be mostly rewarding and fun!