

Lab 3

[Click here to Register Attendance](https://goo.gl/forms/J9WP2kj83JC1mKYU2)

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| --- | --- |
| Name |  |
| Date |  |
| Student No |  |
| Student Email |  |

### **Trello**

Go to Trello.com and sign up for an account if you don’t already have one

Have a look at the Trello Board Templates

### **Group Setup**

Let’s organise the final Groups lineup and do 10 mins in your groups in the Breakout Rooms to decide:

1. When are you going to meet each week?
2. How will you track attendance at meetings?
3. Who will Chair the first meeting?
4. How will you agree an agenda for your first meeting?
5. Who will take notes at your first meeting and how/where will these be shared in future weeks?
6. Who will update your Trello board with the actions you agree at your meeting?
7. Who will act as an observer at your first meeting?

**Group Brainstorm & Project Planning**

1. Run one more group Brainstorming session and this time, consider how your project might connect to the global Sustainable Development Goals, and other sources of innovation inspiration discussed in this week’s lecture
2. Start converging on a project idea that everyone is enthusiastic about
3. Start working out a plan for completion of your project and who will do what
4. Think about the timelines required to complete your project in time for the March deadline