# First lesson

PBL - Problem based learning

PCL - Project centered learning

Presentation 1 and 2

15 minutes

Present a concrete planning

Final presentation

20 minutes

Grading

Phase 1: 15%

Phase 2: 15%

Phase 3: 70%

Permanent roles:

* Leader – communication and responsibility
* Editor – report, coordination of the writing
* Presentation coordinator – tests hardware for presentation, responsible for presentation
* Product coordinator – links different modules of the product, manages documentation, assigns tasks for the creation of the product

Rotating roles:

* Chairman
* Secretary (also uploads the notes of a meeting before the day before the next meeting)

Minutes

* Header (date, time, room, group number, presence, absence, KE, faculty, academic year)
* Decisions made
* …
* Write in present time, use first and second names, …

Agenda

* Opening
* Announcements
* Minutes last meeting
* Correspondence
* Status of the project
* Status of the courses
* Co-operation in the group
* Remaining
* Close

Meetings last 15 minutes

Gantt chart for planning