**1st Group Meeting of Project Work**

**Date and time:** Day of the week, date, time

**Location of the meeting:** Onsite (e.g., Aalto Campus), Online (Zoom/Skype/etc.), or Hybrid

# Agenda

1. Opening of the meeting
2. Agreement on the rules of the group
3. Define details of the four/five group meetings (roles, dates, location)

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| --- | --- | --- | --- | --- |
|  | Meeting # 1 | Meeting # 2 | Meeting # 3 | Meeting # 4 |
| Secretary | TBD |  |  |  |
| Time & Date | TBD |  |  |  |
| Location | Onsite/Online/Hybrid |  |  |  |
| Expected outcome | TBD |  |  |  |

1. Discussion of the problem that we aim to tackle
   1. What did you observe? When? (observation)
   2. Why did this happen? (hypothesis)
   3. How? (Proposed methodology to collect measurements and collect evidence to validate your hypothesis)
2. Definition of concrete action points for next group meeting
   1. Member 1:
   2. Member 2:
   3. Member 3:
   4. Member 4:
   5. Member 5:
3. Any other business
4. Next meeting: Date, time, location
5. Closing of the meeting