

Onboarding (2 weeks)

General communication:

- 06/03 Sent By E³UDRES² Each student receives a Welcome email with:
 - o A general welcome message
 - o A link to the kick-off meeting on 7/3
 - o A link to the Learners Guide on uniCampus
 - Reminder that the first E-portfolio entry should be handed in by 19/03
 - o Information about the invitation to complete Talent test
 - o Invitation to fill in the pre-assessment?

- 06/03 Sent By E³UDRES² [through Talenthos] Invitation to complete Talent test by Talenthos by 09/03 23:59

- 07/03 Sent By E³UDRES² Kick-off meeting (with link)

- 08/03 Sent by uniCampus welcome to uniCampus (email automatically generated when account is made)

- 09/03 Sent By E³UDRES² (from uniCampus) get started with uniCampus
 - o Start your Portfolio
 - o Invitation to fill in the pre-assessment?

- 08/03 Sent By EE coach Invitation to talent matching meeting

Dear Learners,

On **[date between 13/03 and 15/03]**, we are getting together online for our talent Matching meeting. During this meeting, the Teams will be formed, and you will pick a challenge.

Make sure to complete the Talent test by 23:59 on the 9th of March. If you haven't received the link to the Talent test yet, let us know with an email to support@eudres.eu.

Kind regards,

Your EEs.

After Talent Matching

- 15/03 **Sent by EEs** Welcome to your I Living Lab

Dear Learners,

After our Talent Matching Session, we went ahead and divided you in teams with the optimal Battery, personality, and background spread. Your team will be handling this challenge: **[insert challenge here]**. We have added you to a course with this name in uniCampus. The course for this challenge should be visible in your uniCampus.

Before we can start, we have to agree on the ideal moment to meet during the week. Please fill in this **Doodle** [add link to Doodle or other voting system] by 17/03 12:00am. We will be picking the ideal meeting moment after that moment, so make sure you fill in the **Doodle** by then. Part of your grade is given for attendance, so it is imperative that we choose the best possible moment for the meetings. The session moments will be added in the uniCampus course under **Sessions**.

While you are waiting for the meeting invitation, you should be studying the information in the **Learners Camp** to prepare for the first session. Remember that you have to hand in the first version of your E-portfolio by 19/03 23:59. Not sure how to start or what needs to be in your E-portfolio? Check the Learners camp. Hand in your E-portfolio in our I Living Lab course under "E-portfolio."

If you have any questions so far, there are answers in the Learners Camp on uniCampus. If you can't find answers there, feel free to contact us.

Kind regards,

Your EEs.

- 17/03 (afternoon) **Sent by EEs** Meeting moment found!

Dear Learners,

Thank you for filling in the Doodle. The moment that works best for our team will be **[insert meeting moment here: e.g., Monday 17:00 – 19:00]**.

You can use this link **[insert link]** to join our first meeting on **[date & time]**.

We look forward to seeing you there!

Kind regards,

Your EEs

I Living Lab (6 weeks + 2 weeks holiday buffer)

Week 1

- Work to be done
 - o Solution work
 - o Rember handing in your E-portfolio
- Reminder of when the next session will take place
-

Dear [I Living Lab Team],

Our first meeting was a success! You can find the recording in our uniCampus space.
Remember what you have to do before our next meeting on **[add date]**:

- Hand in the second part of your portfolio in our I Living Lab course on uniCampus. (Not sure what to do? [Use the checklist in the Learners guide](#))
- **[work agreement you have made during your first session]**

See you next week!

[EE names]

Week2

- Work to be done
 - o Solution work
 - o Rember handing in your E-portfolio
- Reminder of when the next session will take place

Dear [I Living Lab Team],

Thank you for today's session. You can find the recording in our uniCampus space.

Remember what you have to do before our next meeting on **[add date]**:

- Hand in the next part of your portfolio in our I Living Lab course on uniCampus. (Not sure what to do? [Use the checklist in the Learners guide](#))
- **[add tasks you agreed during the session]**

See you next week!

[EE names]

Week 3

- Work to be done
 - o Solution work
 - o Rember handing in your E-portfolio
- Reminder of when the next session will take place

- Dear [I Living Lab Team],
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- Thank you for today's session. You can find the recording in our uniCampus space.
-
- Remember what you have to do before our next meeting on **[add date]**:
 - Hand in the next part of your portfolio in our I Living Lab course on uniCampus. (Not sure what to do? [Use the checklist in the Learners guide](#))
 - **[add tasks you agreed during the session]**
-
- See you next week!
-
- [EE names]

Week 4

- Work to be done
 - o Solution work
 - o Rember handing in your E-portfolio
- Reminder of when the next session will take place

- Dear [I Living Lab Team],
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- Thank you for today's session. You can find the recording in our uniCampus space.
-
- Remember what you have to do before our next meeting on **[add date]**:
 - Hand in the next part of your portfolio in our I Living Lab course on uniCampus. (Not sure what to do? [Use the checklist in the Learners guide](#))
 - **[add tasks you agreed during the session]**
-
- See you next week!
-
- [EE names]

Week 5

- Work to be done
 - o Solution work
 - o Rember handing in your E-portfolio
- Reminder of when the next session will take place

- Dear [I Living Lab Team],
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- Thank you for today's session. You can find the recording in our uniCampus space.
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- Remember what you have to do before our next meeting on **[add date]**:
 - Hand in the next part of your portfolio in our I Living Lab course on uniCampus. (Not sure what to do? [Use the checklist in the Learners guide](#))
 - **[add tasks you agreed during the session]**
-
- See you next week!
-

- [EE names]

Week 6

- Work to be done
 - o Solution work
 - o Remember handing in your E-portfolio
- Last steps to prepare for the showdown

Dear [I Living Lab Team],

Our last session is officially behind us. As usual, you can find the recording in our uniCampus space.

As this was the last session, your tasks are a bit different:

- Hand in the definitive version of your portfolio in our I Living Lab course on uniCampus. (Not sure what to do? [Use the checklist in the Learners guide](#))
- **[add tasks you agreed during the session]**

See you next week!

[EE names]

Showdown

XX/XX Sent By E³UDRES² invitation to the Showdown

Add post-assessment

Dear Learners,

Our I Living Lab is running to its end, but don't be sad! On the 30th of May, we are getting together to share our experiences and celebrate the energy of your experiences.

Use the following link to join the meeting on the 30th of May
We look forward to seeing you there!

Kind regards,

Your EEs