

Coaching Outline Business Plan Basic Seminar 24S

Note! These are the important dates, and they are fixed. All further updates will be announced during E-Lab.				
Below the table you find the "how-to" for integrating these dates (except the ones marked yellow) into your calendar (google, outlook or apple).				
blue = coaching or reflection		green = BPG specific dates		yellow = NOT added to Coach calendar
Date	Time	Status	Location	What's happening
10.04.2024	18-19:30	mandatory (added to calendar)	offline* Garching, TUM ERI room 003 Lichtenbergstr. 6 (left side of the building) *online access possible	E-Lab welcome evening Overview of E-Lab and how to co-create with us Coaching insights from the senior coaches Get to know each other
11.04 and 12.04.2024	10-16:30 EACH DAY	fulltime mandatory (added to calendar)	In the application form you can choose your preference	E-Lab Education = basis for your coaching Missing more than an hour of it is a No Go! Online E-Lab Education via Zoom Offline E-Lab Education (Garching, TUM ERI room 003, Lichtenbergstr. 6) Both E-Lab Educations have the same date, time, and content
22.04.2024	19-20	highly recommended (added to calendar)	online but feel very invited to meet in smaller groups during or after the workshop	Workshop "First team meeting" - Get all steps and methods to create an awesome first meeting with your teams, and a solid baseline setting
23. / 25.04.2024	18-19	mandatory to attend one of them (added to calendar)	online	Run the team finding and ideation sessions for all students
24.04.2024	15:30-16:30 18-20	mandatory (added to calendar)	online	Coach briefing with the lecturer, VERY important to attend! BPG Kickoff - meet the teams, and facilitate team finding, VERY important to attend!
28.04 / 12.05 / 26.05 / 09.06 / 23.06 / 07.07	midnight	mandatory (added to calendar)	online	BPG coaching logbook entry
28.04.2024	midnight	for your information	online	Deadline for team registration
29.04.2024	11-16	mandatory (added to calendar)	online	Team-Coach Matching (you can do other things, but need to be available on slack from 11-16ish)
Starting 30.04.2024	individual dates	mandatory	online or offline	Contact with your teams, bi-weekly meetings, in between written exchange via slack
30.04.2024	18-20	highly recommended (added to calendar)	online	BPG Online Session on problem, solution, prototyping, business model
Reflection calls 13. to 17.05. 27. to 31.05. 10. to 14.06. 24. to 28.06. Optional retrospective 08. to 12.07	individual dates	mandatory	online or offline	Based on your logbook entry you'll have a 30-40 minutes reflection call with your senior coach about your role and your teams' progresses

13.05.2024	19-20	highly recommended (added to calendar)	online but feel very invited to meet in smaller groups during or after the workshop	Workshop "Team dynamics and breakdowns" - Dive deeper into the brain chemistry during a conflict and how to help your team when (deadline) pressure builds up
27.05.2024	midnight	for your information (added to calendar)	online	Upload deadline for MidTerm Pitch (video and Business Model Canvas) by each team
28.05. - 03.06.2024	individual	mandatory (reminder added to calendar)	online	Give a short written feedback to the video of your teams (or the teams of your swap coach)
28.05. - 07.06.2024	individual time slots	mandatory (reminder added to calendar)	online or offline	Retrospective with each of your teams
29.05.2024	18-20	highly recommended (added to calendar)	online	Online Session on market, competition, financials, Minimum Viable Product, business plan
12.06.2024	18-20	for your information (added to calendar)	online	Lecturer Consultation Hour for the teams
26.06.2024	18-19	highly recommended (added to calendar)	online	BPG Exam Tips
27.06.2024 (not fixed yet)	10-13	for your information (added to calendar)	online or Garching	Workshop <i>for teams</i> "Presentation Training" with Steffi Schwarzack
01.07. to 05.07.2024	individual dates	mandatory (added to calendar)	online or offline	Dry runs for the final presentation with your teams, coach swap recommended
08.07. to 11.07.2024	individual dates between 13-18	highly appreciated (added to calendar)	online	BPG final presentations (you can attend the finals of your teams)
08.07. to 19.07.2024	individual dates	highly appreciated	online or offline	Retrospective with each of your teams
22.07.2024	10:00	mandatory (added to calendar)	online	Hand in your coaching reflection paper
26.07.2024	16-18	highly appreciated (added to calendar)	offline* Garching, TUM ERI room 003 Lichtenbergstr. 6 (left side of the building) *online access possible	E-Lab Celebration + certificates and final group retro for all coaches

Integrate the dates into your GOOGLE calendar

- option: go to your calendar, click on + sign to add calendar, click "subscribe calendar", add this ID `c_classroom1a1a9eb8@group.calendar.google.com`
- option: click on this link, and accept the calendar adding in the pop up
<https://calendar.google.com/calendar/u/0?cid=Y19jbGFZc3Jvb20xYTFhOWVlOEbnm91cC5jYWxlbmRhci5nb29nbGUuY29t>

Integrate the dates into your OUTLOOK or APPLE calendar

1. option "add": go to your outlook or apple calendar

Find the location where you can add (not import) calendars

Click on "Add calendar" and enter this iCal link: https://calendar.google.com/calendar/ical/c_classroom1a1a9eb8%40group.calendar.google.com/private-5beceb21cc9a167f7e32c5308b8c8148/basic.ics

2. option "import"

If you prefer to import the calendar, please be aware that updates to the appointments will not be synced!

Go to this public folder: https://drive.google.com/drive/folders/1uqcxZIH1N4hXZeSdyJiGhE2YT7OUqiv_8fydTKevAnECTLcrUIK4PIbobUOuJISVWQY0K2Uq?usp=sharing

https://drive.google.com/drive/folders/1uqcxZIH1N4hXZeSdyJiGhE2YT7OUqiv_8fydTKevAnECTLcrUIK4PIbobUOuJISVWQY0K2Uq?usp=sharing

Right-click on the ics file to download

Go to your outlook or apple calendar

Import the ics file into your outlook or apple calendar