

Coaching Outline Tech Challenge 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 = TC 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
18.04.2024	10-12	mandatory (added to calendar)	online	Deadline for challenge voting for the coaches, the link will be provided on Slack Please note, this date is preliminary and might need changing by a few days (it all depends on number of teams). We will update you via slack.
18.04.2024	17-18	for your information (added to calendar)	online	Coach-challenge matching You can do other things but should be available on Slack and read notifications
22.4.2024	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
23.04.2024	18-20	mandatory (added to calendar)	online	TC Kick-Off - all coaches have a part :D - meet the students and partners, get to know the challenges Coaches moderate the exchange in partner's breakout rooms and facilitate team-finding
25.04.2024	13-15	for your information (added to calendar)	online	Participants-challenge matching Matching participants with the challenges based on their votes, you will get an update on how many people are in each challenge
26.04.2024	10-11	mandatory to contribute (before or during) added to calendar	online	Team-building & Ideation Team building sessions for all students (one per challenge), organized by the Academy & the coaching team
27.04.2024	10-12	mandatory to contribute (before or during) added to calendar	offline	Team-building & Ideation Team building sessions for all students (one per challenge), organized by the Academy & the coaching team
28.04 / 12.05 / 26.05 / 09.06 / 23.06 / 14.07	midnight	mandatory (added to calendar)	online	TC coaching logbook entry (submission deadlines)
29.04.2024	midnight	for your information (added to calendar)	online	Deadline for team registration Participants can register (1) as a team OR (2) as individual searching for a team. Further participation only in teams.
30.04.2024	14-15	mandatory (added to calendar)	online	Team-matching process: Coaches actively participate in the process. You should be available for a 1-hour call at 14:00 where the coaches split into groups and do the team-matching within each challenge. Then, coaches create team channels and get-to-know their teams (remotely) - before 18:00.

02.05.2024	individual dates	mandatory	online or offline	Contact with your teams, bi-weekly meetings, in between written exchange via slack
Starting 02.05.2024	individual dates	highly recommended (added to calendar)	online	Deep Dives for Challenges (only need to attend deep dives of your teams' challenges)
Starting 08.05.2023	individual dates	for your information	online	Workshops <i>for teams</i> on "Customer Centricity", "Design-Thinking and Lean Startup", "Problem/Solution fit", "Lean Prototyping", etc. Please check the TC Schedule for particular dates.
Reflection calls 13. to 17.05. 27. to 31.05. 10. to 14.06. 24. to 28.06. Optional retrospective 15. to 19.07	individual dates	mandatory	online or offline	Reflection calls 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
16.05 - 23.05	individual time slots between 9-18	highly recommended (added to calendar)	online	TC Midterm Dry Runs with your teams Coaches brief the teams and do the time-keeping of their pitch. If you can not attend you should find your coach buddy to replace you.
27.05 - 31.05	individual time slots between 9-18	highly recommended (added to calendar)	online	TC Midterm Check-ins (support only your teams or the teams of your coach buddy)
28. - 31.05.2024	individual time slots	mandatory (added to calendar)	online or offline	Retrospective with each of your teams
27.06.2024 (not fixed yet)	10-13	for your information (added to calendar)	online or Garching	Workshop for teams "Presentation Training" with Steffi Schwarzack
03. - 09.07.2024	individual time slots between 9-18	highly recommended (added to calendar)	online	Final Dry Runs Coaches brief the teams and do the time-keeping of their pitch. If you can not attend you should find your coach buddy to replace you.
16.07.2024	individual time slots between 9-18	highly recommended (added to calendar)	online	TC Final Presentation of your teams Coaches brief the teams and do the time-keeping of their pitch. If you can not attend you should find your coach buddy to replace you.
17.07.2024	11:59:00 (noon)	for your information (added to calendar)	online	Deadline for the TC Final deliverables of the teams
17.07.2024	17-20	highly recommended (added to calendar)	Garching	TC Booth Fair and Winner's Pitch Night
18. and 19.07.2024	individual dates	highly recommended (added to calendar)	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 recommended (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

1. option: go to your calendar, click on + sign to add calendar, click "subscribe calendar", add this ID c_classroom598bdfff@group.calendar.google.com

2. option: click on this link, and accept the calendar adding in the pop up

<https://calendar.google.com/calendar/u/0?cid=Y19jbGFzc3Jvb201OThiZGZmZkNcm91cC5jYWxlbmRhci5nb29nbGUuY29t>

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_classroom598bdfff%40group.calendar.google.com/private-cfb4a537ea7a666f06388bf25577f0fc/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/16an0hO2ThDDzTYLtiKkaxEnhvvlk_VXaJQ0v8TmC9hZAoIBJ760OotoARt6K4NvmA3H53Lvsx?usp=sharing

https://drive.google.com/drive/folders/16an0hO2ThDDzTYLtiKkaxEnhvvlk_VXaJQ0v8TmC9hZAoIBJ760OotoARt6K4NvmA3H53Lvsx?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