



Hangouts meeting the 30th of November at 16:00

Things to do before the videoconference:

Decide the place from where the connection will be established. Some of you will connect from the computer room of the school, some from home. Make sure you have a computer with the correct equipment: a working internet connection, videocamera, microphone and speakers. If you are planning to connect one-to-one, it is better to use headphones as they produce a clearer sound.

Make sure you have a Google Hangouts account. Most of you already have one associated to your gmail account. If you have problems with Hangouts you can switch to other videoconference services, such as Skype, but you will have to make sure the person you have to connect uses the same service.

Test your connection. Make a mock videoconference with one of your friends, your parents, the teacher. Try to become familiar with the software interface, you will have to do it without hesitation.

Things to do a few days before the videoconference:

Make sure you know whom you have to connect to. If not, ask your teachers for his/her contact.

Get in touch with your contact. Start via email. Make sure he/she is ready for the videoconference and you are using the same connection software. Establish a brief videoconference to test the connection and briefly say hi.

Things to do on the day of the conference:

Get organized. Get to your computer on time. Make sure nobody will interrupt you. You do not want your mother to show up with your tea and cookies while you are talking. Have paper and pen ready at hand, you will need to take notes.

Connect. Once you have the connection working, say hi, introduce yourself and annotate the name/school/group your connection belongs to.

Ready, set, go. Here are some questions that should guide your conversation. Ask your questions to your peer and answer his/her questions. Take extensive notes about the conversation, you will need them afterwards. Not all of you speak english at the same level. Furthermore, talking over the internet is much more difficult than talking face to face. Be collaborative, talk clearly and slowly, repeat if your peers ask you to. When it's your turn to listen, do not hesitate to ask your peer to talk slowly or repeat if you do not understand something. Do not be shy, school projects are ment to learn, not to perform. Furthermore, you will need your peer's information later on.

Topic 1: Was your peer part of the project last year? Is he/she a recent addition? Was he/she present at the meeting in Seville? Maybe you already know each other!

Topic 2: Which problems were identified in the initial part of the GmS activities related to the interests of your GmS subgroup in your school (eg: incorrect separation of waste, few students take public transportation to get to school)?

Topic 3: Which solutions have been proposed during the Seville meeting and later meetings at your school (eg: improve student's awareness on recycling, negotiate discount bus tickets with the local bus company)?

Topic 4: Which are the pros and cons of each of these ideas? Which cannot be pursued due to technical problems and have been eliminated (eg: the bus company said no-way!)? Which are more promising and are currently being evaluated?

Topic 5: Which do you think will be the flagship project of your group? You will work on more than one project, but most likely you will present only one as the project main result.

Topic 6: Plan for next meeting. When do you think you will be ready with an update on the project? Plan to stay in touch via email, videoconference, snail mail, as you feel most inclined.

Suggestion: get to know your contact, try to become friends. It is much easier and productive to collaborate with someone you know than with a complete stranger. Furthermore, it is a good chance to make new friends.

Things to do RIGHT after the conference:

Revise your notes. Rewrite everything. Make sure you have all the information you need, make sure everything is clearly annotated. You will remember the entire conversation based on a few scattered notes after the conference, but not the next week, or in a month's time.

Get back to your school group and teachers. Write down a report of the conversation and give it to your tutor the day after the videoconference.

