

Kick off

June 2017

Getting-to-know each other

Moderator Advise – Not to hand out to participants

Purpose:

- Get to know partners
- Understand personal expectations
- Know about team's expertise – build a knowledge cloud

Moderator: Print and cut the number lots from page 2 before the meeting. Print the questionnaire.

- 1) Draw a lot and find your partner with the same number. If it is someone you know very well (e.g. same institution), please change! – **ANNOUNCE: 10 min., make sure everyone has a “new” interview partner**
- 2) Once you have found your pair, it's time to chat. Look for a nice place to sit. You are a journalist and try to figure out as much as you can about your interview partner. Please proceed along the questions provided on your sheet. Take **READABLE** notes, since your editor will use it further on. Remind the facilitator to take a picture of your pair! Keep the sheet about your interviewee – you will need it! – **ANNOUNCE: 20 min. – remind after 10 min.**
- 3) After 20 min. We will gather again all together. Build a circle and stand according to your own birthday dates (not year) / or ask people to the front acc. to birthday month. We will go round – you present your interviewee in a statement of a few minutes. Ask interviewee if something to add. Everyone can ask questions. – **ANNOUNCE: 2 min. max. per person- limit to knowledge tags, languages, learning interest and ‘personal secret’ // Moderator: Visualise 1 selected topic on a Flipchart during the presentations**
- 4) Pin all interview notes onto the wall.
- 5) Next day: prepare a Wordle (e.g. wordle.net) from all knowledge and language tags as the **TEAM BRAIN**
- 6) Next day: prepare an overview of all pictures of the interview partners.
- 7) Save the interview notes till the end of the project, to check if personal learning outcomes were reached.

Advise to Moderator: Facilitate in case of language issues.

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20

1	2	3	4
5	6	7	8
9	10	11	12
13	14	15	16
17	18	19	20



The Interview (please take readable notes)

Name 'Journalist':

Name Interviewee:

Institution:

What's your task there:

If you had to choose 10 words, which would describe best your areas of expertise/knowledge?

- | | | |
|---------|---------|---------|
| ① | ⑤ | ⑨ |
| ② | ⑥ | ⑩ |
| ③ | ⑦ | |
| ④ | ⑧ | |

If you hear about a hackathon – what comes to your mind?

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.....
.....

Which languages do you speak?

- | | | |
|-------------------------------------|----------------------------------|--------------------------------|
| <input type="checkbox"/> English | <input type="checkbox"/> Danish | <input type="checkbox"/> |
| <input type="checkbox"/> Polish | <input type="checkbox"/> German | <input type="checkbox"/> |
| <input type="checkbox"/> Lithuanian | <input type="checkbox"/> Russian | <input type="checkbox"/> |
| <input type="checkbox"/> Swedish | <input type="checkbox"/> | <input type="checkbox"/> |



What would you love to learn/experience with the BalticMuseums Love IT! project?

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Share something about you that nobody or hardly anybody in the group knows yet (a bit easier for new people in the team 😊)?

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When is your birthday?

__ __ . __ __ .

If the project manager urgently needs you – how can you best be reached?

Ask the facilitator to take a picture of you and your interviewee!