



Erasmus+

DRAFT PROGRAMME

EPIC

Project Planning Seminar, Riga 2018

February 12-16

General information:

Accommodation is in the Islande Hotel, www.islandehotel.lv. The address is Kipsalas iela 2, Riga. It is located near the RTU library building where the academic activities will take place. The hotel includes breakfast, and there is free wifi and access to a small gym. There will be staying for two persons per room.

Meals: Breakfast and lunch is served in the hotel. Every night (Monday to Friday) a joint dinner will be arranged in the city. The meals are all free of charge for you, as it is covered by the Erasmus+ grant.

Arriving to Riga: From Riga Airport you can either go by bus or share a taxi directly to the hotel. A taxi will cost around 10-15 Euro, so it might be a good alternative if you are enough to fill up a car. It is recommended to use either "RedCab" (white taxi with red roof) or "BalticTaxi" (green).

To get from the airport to the accommodation, the cheapest option for one person is to take bus 22 from the airport, and change at Slokas stop to any 2 trolleybus or bus that is available on the longer parallel street (you have to cross the narrow street, turn right – and you will see bus stop). By these go the same direction one stop and get out at Kipsala (the stop can be called Preses Nams, too), then take the underground tunnel. At the end of the tunnel turn left, get out of it and proceed to the hotel.

Transport: The hotel is located just by the campus, and there are plenty of buses and trams from close to the hotel to the city center. Otherwise, it only takes around 20-30 minutes to walk to the center.

The main provider of public transport in Riga is SIA «Rīgas Satiksme». You can find the route map, optimal-route-search, timetables and information about the e-ticket (e-talons) <https://www.rigassatiksme.lv/en/>. E- tickets are available at Narvesen in Olimpia shopping centre near the hotel.

«Rīgas satiksme» offers a variety of tickets – for one trip, for 5 to 20 trips; 24-hour to 5-day validity tickets; tickets for one month – working days only, one transport-type

only or one-route only, two transport-types (e.g. bus and trolley), all types of transport, etc.

Wireless Internet at the campus – you can use eduroam, so make sure you have enabled your eduroam account.

Insurance: As a student of EPIC, you are responsible for taking out proper travel insurance. If you are in doubt, please ask your local coordinator who can assist. It is highly recommended to bring the European Health Insurance card.

Important stuff to bring: It is important to bring a laptop, since it will be used during the projects. Soap and shampoo shall be taken as they will not be available in the rooms. If you have the possibility to bring something that can be used for social activities, don't hesitate to do so.

Money: We will cover all expenses for accommodation, cultural activities, and the meals listed in the program. For other expenses, such as transport to/from the airport, local bus/tram tickets, additional food and drinks, optional cultural activities, pocket money etc. you will need to pay on your own.

In case of emergency, Jens Myrup Pedersen can be reached 24h on **+45-21847931**, and Marite Kirikova can be reached 24h on **+371-26188383**. Please code these numbers into your phones so you have them at hand if needed.

Academic preparation for the seminar: All students are required to have gone through the obligatory modules in the learning platform (Ready by January 20 as described in the Student guide). Apart from that, different students will have made different progress with their projects before the meeting, as the semesters are different. While some students are almost 30% into the semester, others will start working in Riga. It is therefore important to clarify with your local coordinators if you are expected to have made progress with the project.

Schedule

Sunday February 11: Arrival day!

Monday February 12

08.50	Departure to university
09.00-09.30	Welcome to the Project Planning Seminar
09.30-11.30	Introduction to group collaboration and meeting new people
11.30-12.30	Status on Project work, Problem Analysis and Modules.
12.30-13.00	Lunch
13.00-14.00	Introduction meeting in each group (students only).
14.00-15.30	Business development competition between groups
15.30-17.00	Supervisor meeting and working in the groups
17.00-17.15	Evaluation and programme for tomorrow
17.30	Quality committee meeting
18.30-20.30	Bowling (Zelta Boulinga un Skvoša centrs. Uzvaras bulvāris 10, Riga)
21.00	Dinner (Bellevue Park Restaurant in Park Hotel Riga , 1 Slokas Street, Riga)

Tuesday February 13

08.50	Departure to university
09.00-09.15	Briefing of the day
09.15-11.00	Assessment workshop and mutual expectations in groups
11.00-12.30	Presentation techniques workshop
12.30-13.00	Lunch
13.00-17.00	Problem analysis: Working in groups + supervisor meetings
17.00-17.15	Evaluation and programme for tomorrow
17.15-19.00	Visit to Old Riga.
19.30	Dinner. (Key to Riga . Doma Laukums 8A, Riga)

Wednesday February 14

08.50	Departure to university
9.00-9.15	Briefing of the day
9.15-10.30	Entrepreneurship workshop
10.30-11.30	Workshop on online collaboration tools
11.30-12.15	Introduction to Agile Software Development (1)
12.15-12.45	Lunch
12.45	Bus to Laima
13.00-15.00	Laima - Guided tour of the museum and chocolate workshop.
15.10	Bus to RTU
15.30-16.30	Introduction to Agile Software Development (2)
16.30-17.30	Project planning lecture and introduction of templates
17.30-19.30	Working in groups + supervisor meetings
19.30	Evaluation and programme for tomorrow
19.45	Quality committee meeting
20.00	Dinner. Buona Bocca Park inn hotel, Krogus iela 1 Riga

Thursday February 15

08.50	Departure to university
9.00-9.15	Briefing of the day
9.15-12.30	Working in clusters – thematic discussions in larger groups
12.30-13.00	Lunch
13.00-17.00	Working in groups + supervisor meetings
17.00-17.15	Evaluation and programme for tomorrow
18.00-19.00	ŽANIS LIPKE MEMORIAL Mazais Balasta dambis 8, Riga
19.30	Dinner (Čili Pizza, Olimpia, Āzenes iela 5, Riga)

Friday February 16

08.50	Departure to university
9.00-9.15	Briefing of the day
9.15-11.00	Working in groups
10.15-12.30	Presentations and reviews of plans
12.30-13.00	Lunch
13.00-15.00	Finalising plans
15.00-16.00	Supervisor meetings
16.00-17.00	Rounding off the seminar and evaluations
17.00-19.00	Free time
19.30	Farewell dinner. Rozengrāls , Rozena 1, Rīga.

Saturday February 17: Departure day!