**Mission 0 – Set up**

**Mindset**

This is the beginning. Take the time to get to know each other, have fun, and add a personal touch to your team.

**General instructions**

In the first 15 minutes you should create the conditions for a good start. Read this individually and then come together to discuss it point by point.

In a team-work you should always start from the knowledge. Take 2 minutes to introduce yourself, describing yourself with words, images or songs, well, be creative! This moment will create an environment of comfort and trust necessary for the success of the project.

Establish rules and roles between the team: having clear tasks will help to carry out the project without overlapping and manage various moments of the day, as well as create an environment of cohesion and fun, two necessary factors to increase creativity and collaboration.

**Tools:**

Google Drive

Everything created, shared or that could be used several times should be documented in order to get access to everyone and find it easily. Organise your research and documentation with clear names and in subfolders for easy access.

Miro

The wall of your office and your shared notebook. Think of it as a shared table where you come together every time you work in a team. Use boards to gather and synthesise material.

**Create the team's digital space, starting with the course toolkit. Access it when you are with your team** and follow the instructions in Fig. 1 to activate your space.

[***https://miro.com/welcomeonboard/MVRCVVM0aXN2eml5eXRhSTl3TTZlaHB2SW95SmlEUzBXeEc1eFduSWxWQkJxajdxbkpaOVhqaUJpMEtjaDdFUnwzNDU4NzY0NjAwMDk1NzAxMTQxfDI=?share\_link\_id=278451622410***](https://miro.com/welcomeonboard/MVRCVVM0aXN2eml5eXRhSTl3TTZlaHB2SW95SmlEUzBXeEc1eFduSWxWQkJxajdxbkpaOVhqaUJpMEtjaDdFUnwzNDU4NzY0NjAwMDk1NzAxMTQxfDI=?share_link_id=278451622410)

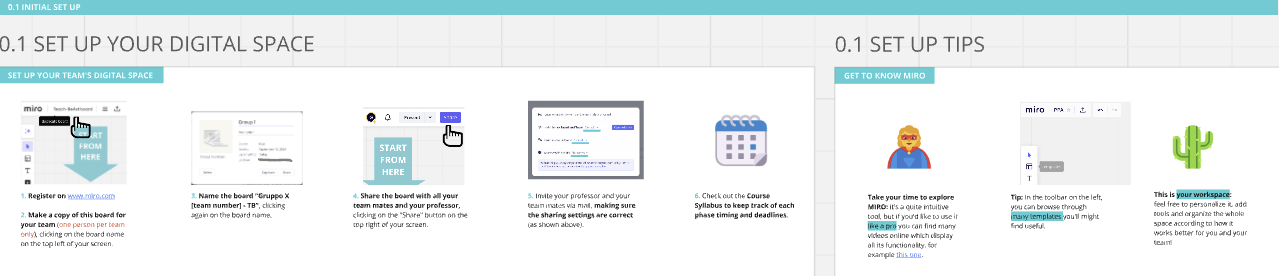
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Fig. 1 - Set up you Digital Space

Write down the info of your team and define the operating rules.

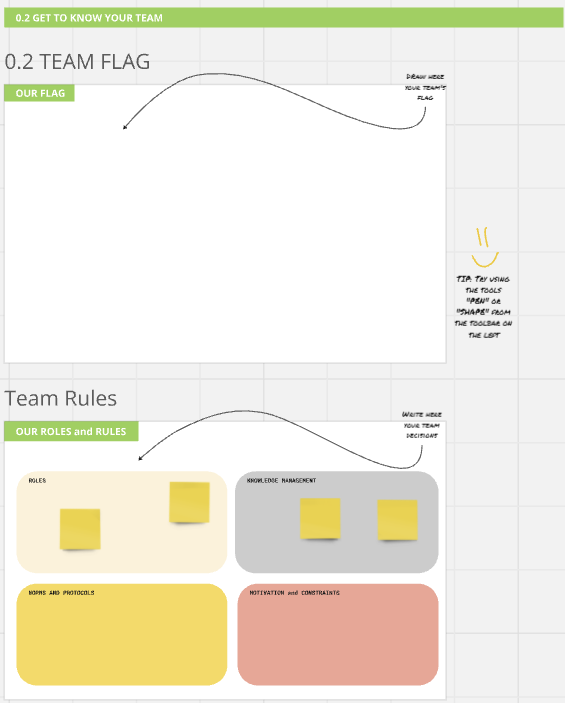


Fig. 2 - Team board