Facilitator Guide: Session 2 - Tandem Teams & Module Assignments

Session Information

- **Duration:** 45 minutes
- **Format:** Presentation with discussion
- **Presenter:** WP3 Lead (UT)
- **Slides:** 20260801*1100*WP3*Session2*TandemTeams.pdf (8 slides)

Pre-Session Checklist

- [ ] Session 1 completed successfully
- [ ] Any follow-up questions from Session 1 noted
- [ ] Team leads (UT, OU) briefed on their roles
- [ ] Module assignment table ready for reference
- [ ] Asian partner staff selection discussed

Detailed Agenda

Time	Activity	Slide
0:00-3:00	Recap from Session 1	-
3:00-8:00	Two teams overview	1-2
8:00-15:00	Team structure visual	3
15:00-22:00	Team 1 details	4
22:00-29:00	Team 2 details	5
29:00-35:00	Module distribution	6
35:00-40:00	Asian collaboration	7
40:00-45:00	Communication tools	8

Slide-by-Slide Talking Points

Slide 1: Title

- Link to Session 1 overview
- Focus now shifts to "who does what"

Slide 2: Two Tandem Teams

Key messages: - Teams organized by expertise, not geography - Team 1: Technical/quantitative focus - Team 2: Policy/regulatory focus

Important: "This division is based on expertise, not hierarchy"

Slide 3: Team Structure Diagram

Key messages: - Visual shows connections - Asian partners work with both teams - Modules clearly assigned

Walk through: Point to each element systematically

Slide 4: Team 1 Details

Key messages: - UT leads overall coordination - LBUS and UNISI have clear module ownership - Focus areas are complementary

To Team 1 members: "Are you comfortable with these assignments?"

Slide 5: Team 2 Details

Key messages: - OU brings distance learning expertise - IHF provides European policy perspective - Module 5 requires heavy Asian input

To Team 2 members: "Does this match your expectations?"

Slide 6: Module Distribution

Key messages: - 4 ECTS total, split 2.6/1.4 - Each module has clear ownership - Balance between teams

Note ECTS breakdown: Helps understand relative workload

Slide 7: Asian Partner Collaboration

Key messages: - All Asian partners engage with both teams - 4 staff per HEI to be selected - Regional groupings for T3.3 missions

Action item: Asian partners to confirm staff selection by Aug 7

Slide 8: Communication Tools

Key messages: - MS Teams as primary platform - Meeting schedule established - Shared folder structure defined

Next step: UT to send Teams invitations this week

Discussion Points to Address

1. **Team composition:** Any concerns about assigned teams?
2. **Module assignments:** Clear understanding of responsibilities?
3. **Staff selection:** Asian partners ready to identify 4 staff?
4. **Communication:** Preferred meeting times across time zones?

Common Questions & Answers

Q: Can Asian partners request specific team involvement? A: All Asian partners work with both teams. However, can indicate preference for deeper involvement in specific modules.

Q: What if a team member cannot contribute as expected? A: Raise immediately with team lead. Cross-team support possible.

Q: How are time zones handled for meetings? A: Rotating schedule to share burden. Some meetings recorded.

Post-Session Actions

1. Confirm team compositions are understood
2. Document any reassignment requests
3. Set up Teams channels (if not done)
4. Asian partners to provide staff names by deadline
5. Schedule first team meetings

Key Contact Information to Share

Role	Contact
WP3 Lead	UT - greenfinance@utwente.nl
Team 1 Lead	UT
Team 2 Lead	OU
Technical support	UT IT

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The project site is https://digital-ai-finance.github.io/Green-Finance. A question about this file goes to joerg.osterrieder@utwente.nl.

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