

Meeting Minutes: TPM Amsterdam

Date: October 4-6, 2023

Time: 11:00 AM

Location: Amsterdam, 1.12

Attendees

Belen Bermejo, David Cortés, Che Govender, Jennifer Hussey (online), Carlos Juiz, Daniel King (online), Jouko Loijas, Jeroen Oskam, Alexander Schmidt

Agenda

The agenda was adjusted from the one previously distributed as some items were finished faster than expected.

Monday 4/9

1. Train the trainer programme Helsinki 27/11
2. EuroCHRIE Presentation
3. Remaining activities and work packages: timeline and staffing
 - IO3
 - IO4
 - Website
 - any other?

Tuesday 5/9

4. Working session: Case study Finalization
5. Website and reporting
6. Break-out in smaller work groups:
 - EuroCHRIE Symposium
 - Case study
 - IO3
 - Manuals (complete and advanced versions must be available well ahead of the TTP Helsinki)

Wednesday 6/9

7. Conclusions:
 - [target: finished:]
 - Case Study
 - EuroCHRIE Symposium Programme
 - Train the trainer programme
 - Website
 - [target: planned]
 - IO3
 - Manuals
8. Agenda next meeting (Dublin)

Meeting Minutes

The meeting commenced at 11:00 AM on October 4, 2023.

1. Train the Trainer course in Helsinki

Jouko introduced the Howspace platform; will be used for the course.

Jouko proposed checking if ECTS credits could be awarded for the program.

The program would consist of a 3 ECTS core course and an optional 7 ECTS course development afterward.

Attendees will be asked to bring mobile phone + headset.

Upcoming Virtual Kick-off:

The virtual kick-off for the Train the Trainer course in Helsinki is scheduled for November 15th at 1:00 PM CET.

Detailed plan attached.

2. EuroCHRIE Presentation

The main goal discussed was marketing the Train the Trainer course in Helsinki.

A sign-up page for the course was highlighted as a priority.

Presentation Content:

7 slides were proposed for the course introduction:

- Explanation of the project.
- Overview of 5 prototypes.
- Announcement regarding Helsinki.

Additional content to be discussed.

A presentation loop with a QR code (with an embedded image) was suggested.

Video recording and pictures would be taken for promotional materials.

3 posters were planned, covering literature review, case study, and the Helsinki announcement.

Webinar Interest:

Registration data and contact addresses of interested participants to be collected as an option.

Technical Requirements:

Jeroen would handle room setup, size, and equipment, including multiple screens.

Equipment to bring includes a green screen, 2 laptops, camera stand, iPhone, 4 Google Cardboards, 1 MetaQuest (Oculus), 2 Pico.

The number of videos per license would be checked by Jouko.

Host and Presenter:

It was decided to have Ralf both as host and as the presenter for the event. He also will "check-out" attendees after they will have visited the different stations.

Responsibilities Assigned:

Belen would handle the text for the first poster.

Alexander would manage the text for the case study.

Jeroen and SMC HTH would collaborate on the 3d poster layout.

All attendees were requested to confirm their presence by September 27th.

Stations for Event:

Station 1 (Fectar Holographic chef & AR Hotelroom): Alexander would manage this station, including QR codes and "BYOD" (Bring Your Own Device).

Station 2 (Kitchen Outlet): Jeroen would handle this station, equipped with 2 Google Cardboards, 1 Pico Headset, and 2 phones.

Station 3 (Difficult Customer WarpVR): Jennifer would manage this station, which includes 2 Google Cardboards, 1 Pico Headset, and 2 phones.

Station 4 (Matterport Hotelroom): David would oversee this station, featuring 1 MetaQuest (Oculus) Headset.

Station 5 (Greenscreen DIY): Che and Daniel would manage this station, with a camera stand, greenscreen, laptop, and "BYOD" equipment.

3. IO3 Discussion

Several research topics were discussed:

Self-reported engagement levels (Alexander and Ireland).

Engagement through emotion measurement (Jouko).

Usability and comparison of blueprints against prototypes (Carlos and Belen).

Cognitive effects (Che and Jeroen).

Immersion and Lecturers' adoption were suggested as options, but discarded.

IO3 Objectives:

- a. The UIB's team has developed a research plan template to meet the objectives of IO3.
- b. The template will include sections for the problem statement, title, objectives/hypotheses/research questions, methodology, tools, experiment subjects, expected results, and output (e.g., paper, report), see attached.

4. Case Study Finalization

- a. The case study has been completed, with the exception of the abstract.
- b. There is a need to reduce the word count from 10,000 to 7,500.
- c. It was decided that Alexander would oversee the first round of revisions, followed by Che for the second round, and Jennifer for the final round.
- d. The question arose if anyone had connections to the Editorial Board members of JHTE, specifically Ralf and Teemu (Jeroen: check). It was suggested to approach the Editorial Board members first, and if no connections were found, Alexander would proceed with submission.

5. Website and reporting

- a. A reminder was given to upload all necessary information to the [Website](#) folder on Teams by September 16th.
- b. David committed to adding the information to the website by September 23rd.
- c. Jeroen would coordinate with IT to ensure the website's readiness before the Vienna event, including the setup of a customized URL.
- d. Final report will probably be based on Interim Report. Schedule for Dublin TPM.

6. Manuals

- a. It was noted that feedback on the Word documents should be added on Teams by September 20th.
- b. There was a suggestion to create a visual template, with all technical explanations, software instructions, and design thinking processes in a separate, hyperlinked document (see attached).
- c. TUD will incorporate the feedback received, and these versions will be used during the Helsinki Train the Trainer sessions.
- d. If feasible, the updated versions will also be presented in Vienna, possibly in print format.
- e. Feedback from the Helsinki session will inform the final versions of the manuals.

8. Agenda for Dublin Meeting

The following agenda items were proposed for the upcoming Dublin meeting:

1. Planning for the remaining project time.
2. Progress and deliverables related to IO3.

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3. Decision on final versions for IO4.
4. Discussion of final reporting.
5. Follow-up on the project proposal.
6. Review of the project proposal for any required points, including the collection of all dissemination materials and wrapping up administrative tasks.

Attachments:

1. Plan Helsinki
2. Template IO3
3. Visual Template Manuals