

Wednesday 2<sup>nd</sup> October 2, 2019

# Start of year Entrepreneurship meeting

Date: Wednesday 2<sup>nd</sup> October 2019

Place: Students' House 2<sup>nd</sup> Floor Rm206

Time: 14:30 – 16:15

Attendees:	Claudette Pace, Nadia Boffa, Ayrton Zarb, Jennifer Grech Marguerat, Marina Mizzi, Jeanette Borg, Eric Flask, Andrew Triganza Scott, Joseph Cilia, Kenny Muscat, David Pace
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Excused:	Ivan Briffa, Nicholas Baldacchino, Mario Zammit, Elaine Zarb Giorgio, Simeon Spiteri, Liliana Xuereb
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Presenter: David Pace

## Agenda Topics

1. Semester 1 vs Semester 2
2. Syllabus
3. Assignment
4. Corrections
5. Entrepreneurship week
6. Roles of Mentor and Lecturer
7. Other remarks

## Discussion

1. Semester 1 : level 5 & 6: 4 ECTS; 30 hours of lecturing i.e. 2 hours per week. This year there is an estimate of over 1000 students (TBC). It is the last year teaching level 6, since Entrepreneurship will be taught at level 5.
2. Syllabus: Updated. New unit code: CDKSK-504-1909
3. Assignment:
  - Lecturers to give feedback on the assignment Draft by Friday 4<sup>th</sup> October. Final Assignment to be Issued on 7<sup>th</sup> October
  - Group formation: cross institute with a minimum of 2 institutes per group. 5-7 students per group.
  - Mentoring hours 8-10 : proposed locations for mentoring sessions- students house & library.
  - Task 1: Team Formation . Suggested date: 14<sup>th</sup> October. Discussed Team member form.  
**Advice students to keep a log of their activities. Discussed the role of the mentor in maintaining team dynamics.**

- Task 2: Idea generation. Group to generate 3 business ideas, analyze them & explain how they arrived to idea. SWOT analysis of idea & 3 minute presentation of idea chosen by Mid November.
- Task 3 : Business plan to follow clear outline provided. Length 30 pages (Font 12). Deadline 19<sup>th</sup> January
  - ✓ Discussed changing No of pages to words but idea was not deemed feasible for students.
  - ✓ Break even analysis should be different from last year (all students had adopted 3 yr approach)
- Task 4: Concept prototype. To be presented during sales pitch. 12 minute presentation. Date end January/beginning Feb. Suggested week of 3<sup>rd</sup> February.
  - ✓ Lecturers who are to correct the assignment are highly encouraged to attend presentation of said group
- Task 5: Reflective Journal.
  - ✓ Personal SWOT analysis suggested. Agreement to use only strengths and weaknesses section of SWOT.
  - ✓ Suggestion put forward that lecturers and mentors should not do both jobs I.e. utilize different people for this job
- 4. Corrections: Lecturers to correct assignment and mentors idea generation & evaluation, & reflective journal. Mentor to submit attendance marks. Panel of judges to issue sales pitch mark. Department to issue attendance marks
- 5. Entrepreneurship Week. **Following suggestions:**
  - ✓ Talk on online marketing
  - ✓ Talk from bank regarding start up loans
  - ✓ Success stories, especially from past students: names proposed: Stephanie Borg, John Mallia, Anchovy (marketing); Sandra (smoochies), Charlene (soap café), Parascandolo, Bernard Montebello

#### Additional Suggestions & Action Plan (Agenda topics 6 & 7):

- Paperless system: Use Moodle.
- Team Leader for each group to submit on Moodle on behalf of his team.
- Verification of lecturers work load vis a vis corrections & timetable. **To be followed up .**
- Students who are sick for mentoring sessions to provide sick leave certificate ( submit to admin & organizer)
- To be exempt for lectures 2/3 days during entrepreneurship week
- Lecturers to plan their lectures according to business plan & as outlined in chart presented today.
- It is the role of the Mentor to guide the student group to prepare for sales pitch, set deadlines & to discuss the way forward for the group. Mentors chosen should possess these attributes.
- The Mentor should follow GDPR. Data protection officer: Mario Pace
- A meeting has been suggested between Mentors & lecturers for smooth running of the process. Suggested date: mid-November