# 原典講読IIB - Games and Education (Fall, 2016)

Professor: Dr. Jonathan deHaan (office 3505, dehaan@u-shizuoka-ken.ac.jp, jonathandehaan.net)

Co-Teachers:

Yori Asanuma Kyi Phyu Tun

Office Hours: Tuesday 2<sup>nd</sup> period, or by appointment

Classroom: 3110 (and sometimes Dr. deHaan's office - 3505)

Textbook:: none (handouts will be given)

**Introduction** 

**Class Activities** 

**Class Policies** 

Grading

List of Readings (quick links)

<u>Plagiarism</u>

Schedule / Assignments

Free Ways To Promote Charity Events

# Introduction

In this very active project-based class, we will be designing analog (e.g., board, card, physical, outdoor...) games for guests at a widely-promoted charity event to raise money for the Shizuoka Prefectural Children's Hospital.

We will improve on our success last year:

https://sites.google.com/site/gamelabshizuoka/home/shizuokagamecharityboost\_en https://sites.google.com/site/gamelabshizuoka/home/2015-game-world

The event will be on 1/21/2016 (Saturday) at the Kusanagi Jidokan (reserve the date now!).

## **Class Activities**

There will be two groups in the class: Design Team and Event/PR Team.

- The Design Team will be playing and critiquing games, reading/summarizing current articles about games and design, brainstorming, prototyping and testing and developing game designs, and running the games at the event
- The Event/PR Team will be planning the event, reading/summarizing current articles about charities and promotion, planning and conducting advertising, managing the event, and evaluating the event, and communicating with people after the event

The class requires work in class and outside of class in order to complete these challenging and fun projects.

In this class, you will gain knowledge and experience about game design and event promotion, and skills related to project management, creativity, critical thinking, collaboration and community connection. The class will be taught in both English and Japanese, and will depend on thoughtful reading, writing and discussion of ideas in both languages.

# **Class Policies**

- (1) Participate positively and actively. Listen to others.
- (2) Submit assignments on time. No late assignments will be accepted (without a doctor's note, train delay note, etc).
- (3) Please contact me if you will be late or absent, or have any questions.
- (4) If you miss class 4 times, you will fail this course.

# Grading

### General Component (30%)

10% Attendance and participation	
10%	Mid Term Report / Presentation
10%	Final Report / Presentation / Reflection

### Team Component - Event and PR (70%)

10	Readings/Summaries ( 6 times)		
30	twitter /facebook /press release /poster /flyer		
20	Thank you letter		
10	reflection		

# Team Component - Game Design (70%)

	<u> </u>	
5%	Week 2 assignment	
20%	Readings / Summaries (4 in total) / Discussions / Exercises	
10%	Design Document	
10%	Playtesting and Design Process	

5%	Game Plan: Teaching and Problem Anticipation Document
20%	Final Product: Finished Game and 1/21 Event & Reflection

# List of Readings (quick links)

#### General

- Before Week 2
  - Last year's reflections: https://docs.google.com/document/d/17Yd1H86rJgwZj6MKvqYirnKqbHEImLr4NeKB0kinVdw/edit

#### Charity Event / PR Team

#### 10/21

 5 Essential Tips for Promoting Your Charity Using Social Media http://mashable.com/2009/08/21/charity-social-media/# ZHI7VJFPkq1

#### 10/28

Free Ways To Promote Charity Events
 http://www.admedia.com/free-ways-to-promote-charity-events.php

#### 11/4

 How to make a donation flyer http://peopleof.oureverydaylife.com/make-donation-flyer-5089.html

#### 11/11

- Press Release Tips
   http://www.huffingtonpost.com/zach-cutler/press-release-tips b 2120630.html
- 4. To-Dos In Making Effective Fundraising Flyers <a href="http://fundraising.bafree.net/to-dos-in-making-effective-fundraising-flyers.php">http://fundraising.bafree.net/to-dos-in-making-effective-fundraising-flyers.php</a>
- 5. Five ways charities use gamification <a href="https://www.theguardian.com/voluntary-sector-network/2014/apr/17/gamification-charity-gaming">https://www.theguardian.com/voluntary-sector-network/2014/apr/17/gamification-charity-gaming</a>

### 11/116. Press Release Tips

http://www.huffingtonpost.com/zach-cutler/press-release-tips b 2120630.html

### 7. How to Encourage People to Donate to Your Cause

http://www.fundraisingip.com/fundraising/how-to-encourage-people-to-donate-to-your-cause/

#### Game Design Team

- Before Week 5:
  - Brainstorming
    - https://gamedesignconcepts.wordpress.com/2009/07/09/level-4-the-early-stages-of-the-design-process/
  - o Player Experience
    - http://www.leagueofgamemakers.com/designing-the-experience-around-the-player/
    - http://www.leagueofgamemakers.com/experience-vs-mechanics/
    - optional: http://www.digra.org/wp-content/uploads/digital-library/10343.03567.pdf
- Before Week 6:
  - Iteration:
    - https://gamedesignconcepts.wordpress.com/2009/07/02/level-2-game-design-iteration-and-rapid-prototyping/
    - http://www.gdcvault.com/play/1015585/Rapid-Iterative-Prototyping-Best
  - Playtesting
    - https://gamedesignconcepts.wordpress.com/2009/08/13/level-14-plaving-with-non-designers/
    - https://gamedesignconcepts.wordpress.com/2009/08/06/level-12-solo-testing/

# Plagiarism

Copying writing and submitting it as your own is not permitted at the University nor in this class. If you want to use others' language in your writing, use the following techniques (1 or 2, and 3):

- 1. <u>Direct quote and citation</u>: use "....." and (Writer's Name, Year of Source, Page Numbers):
  - As Hubbard stated, understanding how language learning may occur in video games is "more than just the fact that language is involved in the play" (Hubbard, 1991, p. 221–222)
  - 2. Summary and citation: use (Writer's Name, Year of Source, Page Numbers):
    - Hubbard argued that we need to be critical of the role that games may play in second language acquisition (Hubbard, 1991, p. 221–222).
  - 3. Reference List (at the end of your paper or report) (Name, Year, Title, Source Information):
    - Hubbard, P. (1991). Evaluating computer games for language learning. Simulation and Gaming Journal, 22, 220-223.

# Schedule / Assignments

Week	General Class Activities	Charity Activities	Game Design Activities	Promotion Activities	Assignments
1 10/7	Introductions (seminar / game lab) https://sites.google.com/site/gamelabshi zuoka/home/  Purpose of the class (1/21 charity event)  Syllabus overview  Games: Potential / Charities  • examples of game charities around the world • http://www.rd.com/true-stories /inspiring/gamers-give-back-c harities-help-kids/ • http://www.ign.com/articles/20 14/04/18/gaming-for-good-the -state-of-video-game-charitie §  Charity work English work Project work Job/seminar preparation  Overview of last year, • show poster / website  https://sites.google.com/site/gamelabshi zuoka/home/shizuokagamecharityboost en https://sites.google.com/site/gamelabshi zuoka/home/2015-game-world • show photos/video https://www.dropbox.com/sh/pkbwkfsbc 56ijir2/AACSC3tV7MdZrEwfjifbCDz6a?d l=0  • show work sequence  • show reflections https://docs.google.com/document/d/17 Yd1H86rJgwZj6MKvqYirnKqbHEImLr4	What we are going to do. What we did last year students from last year The aim of the charity. The cause.	Play games from last year (small and big versions)  • if we don't have time to play big, then just small: version (play and observe - take notes)  • jungle speed • hey that's my fish • smash bros • fukuwarai • stadetour • and then show pictures from event • https://sites.google.com/site/gamelabshizuoka/home/2015-game-world  JS joust if time?  Play TSURO and talk about the game / making it bigger / better for the event	SAME WITH Game Design Group	Assignment:  1. Read last year's reflections https://docs.google.com/document/d/17Yd1H86rJqwZj6M KvqYirnKqbHElmLr4NeKB0k inVdw/edit  2. Write and submit the homework sheet (handed out in class)  choose your team. GAME DESIGN or EVENT AND PR  BOTH?  - 2. then, as game or event/PR: - what did we do well? - what do we need to improve? - what thoughts or ideas do you have for this year's games / event / promotion approach? - do you have any questions or concerns?

Next Growth Street III  a how guest anketo 2016  https://www.drophovs.com/s/zfs/thb/cabb 2wnie/2016_EXPO_BCOST_cuestion alexs.scans.port/2019  2015  https://www.drophovs.com/s/drofts-pc- 2wnie/2016_EXPO_BCOST_cuestions-pc- 2wnie/2016_EXPO_BCOST_c			
show guest anketo 2016 https://www.dropbox.com/s/zkthb3cabc 2wnje/2016 EXPO BOOST guestionn aires scans.pdf?dl=0 2015 https://www.dropbox.com/s/gythpx7v7x 6k2ar/GameWorld2015 Questionnaire results JAPANESE.docx?dl=0 https://www.dropbox.com/s/rf55dg611g 6n1tl/GameWorld2015 Questionnaire_results ENGLISH.docx?dl=0  OTHER: invite students to join Jidokan project, to meet kids and see how they play.  10/8 is the next game club  12/6 afternoon - spiel bande workshop	NeKB0kin\/dw/edit		
2016 https://www.dropbox.com/s/zkthb3cabc 2wnje/2016_EXPO_BOOST_questionn aires_scans.pdf?dl=0 2015 https://www.dropbox.com/s/qvthpx7v7x 6k2ar/GameWorld2015_Questionnaire_ results_JAPANESE_doox?dl=0 https://www.dropbox.com/s/frf55dq6t1q 6n1t/GameWorld2015_Questionnaire_r esults_ENGLISH.doox?dl=0  OTHER: invite students to join Jidokan project, to meet kids and see how they play.  10/8 is the next game club  12/6 afternoon - spiel bande workshop	ehow quest anketo		
https://www.dropbox.com/s/zkthb3cabc 2wnie/2016_EXPO_BOOST_questionn aires_scans.pdf?dl=0 2015 https://www.dropbox.com/s/dvthpx7v7x 6k2ar/GameWorld2015_Questionnaire results_JAPANESE_docx?dl=0 https://www.dropbox.com/s/rfr55dd6f1g 6n1t/GameWorld2015_Questionnaire r esults_ENGLISH.docx?dl=0  OTHER: invite students to join Jidokan project, to meet kids and see how they play.  10/8 is the next game club  12/6 afternoon - spiel bande workshop	2016		
2wnje/2016 EXPO BOOST questionn aires scans.pdf?dl=0 2015 https://www.dropbox.com/s/qythpx7v7x 6k2ar/CameWorld2015_Questionnaire results_JAPANESE_docx?dl=0 https://www.dropbox.com/s/rfr55dg6t1g 6n1t/GameWorld2015_Questionnaire_r esults_ENGLISH.docx?dl=0  OTHER: invite students to join Jidokan project, to meet kids and see how they play.  10/8 is the next game club  12/6 afternoon - spiel bande workshop	https://www.draphov.com/c/zkthb3coba		
aires scans.pdf?dl=0 2015 https://www.dropbox.com/s/qvthpx7v7x 6k2ar/GameWorld2015_Questionnaire_ results_JAPANESE_docx?dl=0 https://www.dropbox.com/s/rfr55dg6t1g 6n1t/GameWorld2015_Questionnaire_results_ENGLISH.docx?dl=0  OTHER: invite students to join Jidokan project, to meet kids and see how they play.  10/8 is the next game club  12/6 afternoon - spiel bande workshop	Intps://www.dropbox.com/s/zktinbscabc		
2015 https://www.dropbox.com/s/qvthpx7v7x 6k2ar/GameWorld2015_Questionnaire results_JAPANESE.docx?dl=0 https://www.dropbox.com/s/rfr55dq6t1q 6n1t/GameWorld2015_Questionnaire_r esults_ENGLISH.docx?dl=0  OTHER: invite students to join Jidokan project, to meet kids and see how they play.  10/8 is the next game club  12/6 afternoon - spiel bande workshop	zwnje/2016_EXPO_BOOS1_questionn		
https://www.dropbox.com/s/qvthpx7v7x 6k2ar/GameWorld2015_Questionnaire results_JAPANESE.docx?dl=0 https://www.dropbox.com/s/frf55dq6t1q 6n1t/GameWorld2015_Questionnaire_r esults_ENGLISH.docx?dl=0  OTHER: invite students to join Jidokan project, to meet kids and see how they play.  10/8 is the next game club  12/6 afternoon - spiel bande workshop	aires_scans.pdf?dl=U		
6k2ar/GameWorld2015_Questionnaire results_JAPANESE.docx?dl=0 https://www.dropbox.com/s/rfr55dq6t1g 6n1t/GameWorld2015_Questionnaire_r esults_ENGLISH.docx?dl=0  OTHER: invite students to join Jidokan project, to meet kids and see how they play.  10/8 is the next game club  12/6 afternoon - spiel bande workshop			
results_JAPANESE.docx?dl=0 https://www.dropbox.com/s/rfr55dg6t1g 6n1t/GameWorld2015_Questionnaire_r esults_ENGLISH.docx?dl=0  OTHER: invite students to join Jidokan project, to meet kids and see how they play.  10/8 is the next game club  12/6 afternoon - spiel bande workshop	https://www.dropbox.com/s/qvthpx7v7x		
https://www.dropbox.com/s/rfr55dg6t1g 6n1t/GameWorld2015_Questionnaire_r esults_ENGLISH.docx?dl=0  OTHER: invite students to join Jidokan project, to meet kids and see how they play.  10/8 is the next game club  12/6 afternoon - spiel bande workshop	6k2ar/GameWorld2015_Questionnaire_		
6n1t/GameWorld2015_Questionnaire_r esults_ENGLISH.docx?dl=0  OTHER: invite students to join Jidokan project, to meet kids and see how they play.  10/8 is the next game club  12/6 afternoon - spiel bande workshop	results_JAPANESE.docx?dl=0		
OTHER: invite students to join Jidokan project, to meet kids and see how they play.  10/8 is the next game club  12/6 afternoon - spiel bande workshop	https://www.dropbox.com/s/rfr55dg6t1g		
OTHER: invite students to join Jidokan project, to meet kids and see how they play.  10/8 is the next game club  12/6 afternoon - spiel bande workshop	6n1t/GameWorld2015_Questionnaire_r		
OTHER: invite students to join Jidokan project, to meet kids and see how they play.  10/8 is the next game club  12/6 afternoon - spiel bande workshop	esults ENGLISH.docx?dl=0		
invite students to join Jidokan project, to meet kids and see how they play.  10/8 is the next game club  12/6 afternoon - spiel bande workshop			
invite students to join Jidokan project, to meet kids and see how they play.  10/8 is the next game club  12/6 afternoon - spiel bande workshop			
invite students to join Jidokan project, to meet kids and see how they play.  10/8 is the next game club  12/6 afternoon - spiel bande workshop	OTHER.		
meet kids and see how they play.  10/8 is the next game club  12/6 afternoon - spiel bande workshop	invite students to join Jidokan project to		
10/8 is the next game club  12/6 afternoon - spiel bande workshop	meet kids and see how they play		
12/6 afternoon - spiel bande workshop	meet kide and oce now they play.		
12/6 afternoon - spiel bande workshop	10/8 is the next game club		
	10/0 is the flext game club		
	12/6 ofternoon, anial hands workshop		
	12/6 alternoon - spiel bande workshop		
	10/10		
	12/10		

	T	T	T		<u> </u>
2 10/14	Meet in teams		Quick design exercise:  • play TIC-TAC-TOE (on board, on paper), then work in small teams to make it bigger, and add a small twist ("+alpha") in small groups - design for kids.  Or Remix Tsuro  Assign homework (readings, sheets)  ask if students want paper copies	Think about promotion and plan the promotion advertising: TV and newspaper (before / during / after?)  Learn about different kinds of promotion. Give some readings. Have students decide which promotional tool/method they want to use.  去年の振り返り(PRの観点から) どのようなPR方法があるか? 他団体の取組について  http://www.ign.com/articles/2014/04/18/gaming-for-good-the-state-of-videogame-charities	Assign articles to read before weeks 5 and 6. Give reading summary note sheets to complete and hand in.  Game Design Team:  - Start thinking about your own game design  Watch the Kuwahara-san video and complete the homework sheet (3 interesting points and 3 ideas for our event and 1 question for JdH or Yori or the speaker)  https://dl.dropboxusercontent.com/u/6064636/Kuwahara2 015.mp4  PR homework Write a diary about class activities, guest lectures, reflect on guests and hospital and Jidokan.  (Interview game designers and write information (blog / twitter)
3 10/21	KUWAHARA-SAN GUEST LECTURE  As a class, discuss the Kuwahara-san video and go over the homework assignment.  As a class, play some interesting games.			チャリティーに使えそうな情報をメモ →brainstorming→アイディア肉づけ チャリティーについてのアドバイスをも らう	PR Group Posting a Diary on FB 1 person everyday? what did we do? what do you think about the lecture/what you did in class? how can you utilize what you learned in the lecture for the charity event?  Game Design Team:  - Start thinking about your own game design  Watch the Takeshita-san

					video and complete the homework sheet (3 interesting points and 3 ideas for our event and 1 question for JdH or Yori or the speaker) https://dl.dropboxusercontent.com/u/6064636/Takeshita20 15.mp4
4 10/28	TAKESHITA-SAN GUEST LECTURE  As a class, discuss the Takeshita-san video and go over the homework assignment.  As a class, play some interesting games.			チャリティーに使えそうな情報をメモ →brainstorming→アイディア肉づけ チャリティーについてアドバイスをもらう	PR Group Posting Diary on FB 1 person everyday? what did we do? what do you think about the lecture/what you did in class? how can you utilize what you learned in the lecture for the charity event?  Game Design Team: - Start thinking about your own game design
5 11/4	12/10 at jidokan to test our game designs.  12/6 game testing workshop	Have students think about what makes a good charity. READINGS  Start making a plan for our event  Read the reflections again  Think about the guest experience  https://docs.google.com/document/d/1D3p- s3ok-gmWqo9dXE78pEs9747CnsDStJETsclO4Y/edit	remind whole class of 12/10  review hospital/jidokan lectures: how can we apply the information to our design work?  go over homework people submitted late.  play (and observe people playing) (and remix): 2 rooms and a boom OR Lego Champion / Creationary (Jidokan wants LEGO games)  read/discuss (set a timer, have students give answers one by one, rapidly, and take notes)  https://docs.google.com/document/d/1e0Ttfyd_oqnxbnGPbogZKRqplApzK	イベントを企画する方法・手段 http://www.charitygrow.com/2013/07/the-secrets-to-planning-a-successful-charity-event-a-first-timers-quide/ http://www8.cao.go.jp/youth/suisin/pdf/soudan/07/s4.pdf  PRの仕方 Promoting your event or challenge http://www.royalmarsden.org/promoting-event-challenge  SNS twitter/FB 5 Essential Tips for Promoting Your Charity	Reading 3 game ideas  PR Group Reading and prepare for the presentations

		ı	1
	46zG9ECr-O6DkA/edit	Using Social Media	
	<ul> <li>brainstorming</li> <li>https://gamedesignconcept</li> <li>s.wordpress.com/2009/07/</li> </ul>	http://mashable.com/2009/08/21/chari ty-social-media/#CM2YATdpYZqi	
	09/level-4-the-early-stages-	Free Ways To Promote Charity	
	of-the-design-process/	Events	
	IN CLASS EXERCISE:	Evento	
	quick brainstorming (in 2	http://www.admedia.com/free-ways-to	
	mins - write on	-promote-charity-events.php	
	blackboard):		
	favorite games?	どのPRをしたいか?→グループ	
	simple games?		
	strategic games?	Newspapers	
	games the audience likes?	Facebook	
	the theme of hospital/charity?	Twitter	
	mechanics related (e.g., cooperation,	Flyers	
	laughing, playfulness)?		
	cool tech?		
	cheap tech?		
	retro theme?	LOGO	
	video game theme?		
	japanese theme?		
	olympics theme?		
	shizuoka theme?		
	other suggestions from students?		
	which of these could be a successful		
	big jidokan game? (circle)		
	take photo and think		
	TOPIC 2 of 4		
	play (and observe people playing) (and remix): <b>robot turtles</b> , play and convert a video game for project (show pacman, tetris, real world mario, big smash), super mario exercise here? mario party exercise?		
	read/discuss (set a timer, have students give answers one by one, rapidly, and take notes)		

		·	T	1
		a presentation next week - give 3 games to play with friends or family or game design group		
6 11/11	12/2 prototype 12/6 workshop 12/10 public playtest	Presentations	Presentations 昨年のチャリティー・イベントのPR方法 を踏まえて、どう改善できるか?また、 続けたいことは何か? どのPRグループに入りたいか? そこでどんなPRをするか? (方法・アイディア) 計画表(Action Plan) 何かわからないこと、不安があるか?	Bring a prototype to test next week  Promotion Group Posting Diary on FB what did we do in class? what did you learn from it? reflection opinions and so on
		play (and observe people playing) (and remix): ciao ciao, hanabi		

		read/discuss  • playtesting • https://gamedesignconcept s.wordpress.com/2009/08/ 13/level-14-playing-with-no n-designers/ • https://gamedesignconcept s.wordpress.com/2009/08/ 06/level-12-solo-testing/  • IN CLASS EXERCISE • remix "snakes and ladders" in 5 min cycles • design + • prototype + • playtest + ask questions/ reflect • + design  Talk about doing a group design / individual games (think about the event - number of people / space)  Homework: Make and bring a big game prototype (by yourself, or with a group) to playtest next week.		
7 11/18		game playtest day  playtest your ideas quickly  work day - iterate  Would you like to play / borrow some more games?  complete work for next week:	work on their own	Interviewing game design group for posting FB diary  Start promoting!

8 11/25		Make an Event plan  - Room layout  - Greeting / guiding  - Donations  - Posters  - Game to play while waiting	MIDTERM  TENTATIVE FINAL GAME DUE  design document for PR  title simple description photo playtest 1 game (photo)  coordinate with the advertising team? give them photos. drawing. explanation)  PLAYTEST  We need to give information to the PR team Name Rules Rules Images How can we help PR team?	start doing main PR push	
9 12/2	12/6 SPIEL BANDE workshop		playtesting and development  • we can use Fullerton playtesting rubric to test games		quick design doc (sketch and a few rules)
10 12/9			playtesting and development  once in class, once outside of class each week?  site visit this week? to test the games at the Jidokan? [[[ is it possible to test the games with some kids? ]]] - at Megumi Yochien? at Udo Elementary School, during PE class?		12/10 visit Kusanagi Jidokan 1-3pm
			(budgets: JDH has markers and paper. if you want something special for your game, please buy and "donate" it for the charity) (color copies?)		

	1	ı	1		,		
11 12/16			playtesting and development		game design document: - rules - big - team roles - PR sheet		
12 12/23			playtesting and development				
13 (1/13)	Whole class meeting	Show EXPO event guide(English and Japanese) https://docs.google.com/document/d /1L65qMvjqo-8vW_BnqPJsup5A0-6 3042pXaf-f4Wojyk/edit#heading=h.h ls805cvmgiv  Show donation boxes  Show raffle tickets and prizes http://www.amazon.com/gp/product/ B0015ZZNFG/  Show stamps  Show EXPO todo https://docs.google.com/document/d /1Z8a06aLqBFEBt7TAWhEcwxKSC ecbxUHybBJtWcsOqSY/edit#headin g=h.70zzppieyxki  Talk about roles at the event  Show remember/task/problem doc, add to it: https://docs.google.com/document/d /1ATw4WRsQxtih2bjwojppRMge5Tx nadTbzpF2lt8jkEk/edit  show / give posters (mozoushi) B5, A3 and A4 paper in Prof. deHaan's office. He can make free copies for you.	playtesting and development  prepare to teach your game (script / attract): prepare for problems that might arise [teaching]		game teaching script  remember/task/problem doc, add to it: https://docs.google.com/docu ment/d/1ATw4WRsQxtih2bjw ojppRMge5TxnadTbzpF2lt8j kEk/edit  finish your games event tasks		
	1/20 - No Class Work on your tasks						

1/20 - No Class. Work on your tasks.

Bring materials to Prof. deHaan's office on or before 1/20 for him to take to the Event with his car.

Yori will have a key to his office.

14 (1/22)	The next day is the event (1/23)  Meet at 9am to set up.  Have the event collect questionnaire		PLAY IN CLASS - SIMULATE EVENT final development any problems? transport games to site	最終確認(物の配置、ポスター、備品、 必その他必要なもの)→児童館へ運ぶ	
15 (1/29)	work on final reports in class?	Reflection time  Paperwork and presentation Donate games (or money directly). Write thank you letters. Post website final photos and thoughts and thanks.	Reflection time  final reports (reflections) paperwork and presentation Write thank you letters who are involved (game lab website, SNS, jidokan, kuwahara san, nagasawa san, inagaki san) アンケート集計 Give final presentations and hand in reports.		final report  Reflection document
16 (2 / 5)	Give final presentations and hand in reports.				
17 (2/9)	optional meeting?				