



Open IT up

Project No. 2017-1-ES01-KA204-038085

2nd Transnational Meeting

Lecco (Italy) 21 – 22 June 201

MEETING NOTES

Attendees names:

- Maya Danova, Nikanor
- Mariana Petrova, Nikanor
- Carola Dierich, Wisamar
- Paul Harrison, edEUcation
- Olga Anagnostaki, IDEC
- Ibrahim Uz, Usak University
- Andrea Panizza, Les Cultures
- Maria Bitel, Collegium Balticum
- Olena Korzhykova, DomSpain
- Júlia Vilafranca Molero, DomSpain

LIST OF DECISIONS MADE DURING THE MEETING

TYPE OF TASK	DESCRIPTION	WHEN	WHO
MANAGEMENT and IMPLEMENTATION			
Communication and cooperation	<p>Partners discuss communication and cooperation weaknesses and strengths in order to improve the project development over the next period:</p> <p>WEAK POINTS</p> <ol style="list-style-type: none">1. Big amount of work in a short period.<ul style="list-style-type: none">- too much to translate/adapt. From now on, the partners will try to be more concise and produce shorter texts.- because of the big amount of the work done, there was not enough time to revise the prepared materials. Partners agreed to read thoroughly the modules again.2. Dissemination: partners can do more activities to highlight the project development.	-	All partners

	<p>STRONG POINTS.</p> <ol style="list-style-type: none"> 1. Excellent leading partner of IO2 – edEUcation (UK): high quality work, well structured, very organised. IO2 has been developed under very clear and well-organised tasks and deadlines. 2. Clear direction from the coordinator. 3. Well-developed IO2: partners have produced a good range of jobs and character stories under a limited number of characters. 4. Good cooperation: partners had worked together in other projects and this makes things easier. 5. Improved professional and project management competences of teachers/educators thanks to the project. 6. New workers in some partner organisations have also learnt a lot. 		
Activities	All activities have been developed and completed within the deadlines established.	-	All partners
Expectations	Partners expected from this meeting to check the work done so far; to assess the process and discuss the challenges; to talk about the next steps: videos to be developed we have to develop and localisation of the course in partner contexts.	-	All partners
INTELLECTUAL OUTPUT 2			
Language element	<p>It is important to bear in mind that in the theoretical part of the course in all languages, the language element should be identified for each module.</p> <p>As it is a blended course complementary to general language course, not all skills are covered equally: writing and speaking will be dealt only within face-to-face sessions. Partners believe that (1) writing is slightly less important/relevant for the concrete purpose of the course and (2) it is a blended course, so the module will be used in classes and teachers will have the chance to introduce the speaking skills/part in face-to-face classes.</p> <p>Partners should try to include the language element in sections 1 & 2: trying to write the character stories and section 2 using the corresponding grammar elements.</p> <p>The language element should be simple, concise and not too extent (1-page maximum), it should be a basic explanation about the theory, but there can be links and external resources included.</p> <p>Within the language component of each module, there will be a maximum of 3 subtopics (that means there can be 1, 2 or 3). Each subtopic will have obligatorily 2 exercises. There will be</p>	The courses in partner languages should be developed by 10 th September	All partners

	<p>between 20 and 30 questions/sentences per module distributed among the exercises.</p> <p>Summarising:</p> <ul style="list-style-type: none"> - Subtopics: up to 3 - Exercises: obligatorily 2 per subtopic. - Questions/sentences: between 20 and 30 (30 maximum) in total per module. - Types of exercises: multiple choice, yes/no and fill in the gap. <p>Each module will take about 4 hours (about 2 hours for section 2 and 1 hour for the language section), so partners should try to balance the time spent and work-load in each part.</p> <p>The type and number of exercises in any partner language do not restrict the type or number of exercises used in another language.</p> <p>When developing the questions, there can be elements or words from section 2, but not from the characters, as learners can have chosen a different one.</p>		
Website			
Website and avatars	<p>DomSpain will send the link to the demo version to partners. They will read and check it and they will send comments and suggestions to DomSpain.</p> <p>Partners will check the English version of the website and of their avatars and check if they can highlight some words / sentences in bold and separate the text in paragraphs.</p> <p>Nikanor: will send another version of the logo to be changed.</p>	By the end of June	All partners
Data protection	<p>There should be a 'terms and conditions' button or box added. edEUcatio will proofread the file "terms and conditions" prepared by DomSpain and after that to partners will translate it in partner languages (maximum one page).</p> <p>There will be a tick box under the 'registration' section stating that users accept (or not) to receive our newsletters.</p>	Sent to partners by the end of July; translated until September.	DomSpain & edEUcatio All partners
Course	<p>Decisions made regarding the course online:</p> <ul style="list-style-type: none"> - Learners will HAVE TO answer all questions in order to move on to the next module. - Learners will need a minimum of 50% correct answer to move on to the next module. 	-	DomSpain

	<ul style="list-style-type: none"> - Learners will get a badge for each unit only if they have a minimum of 65% of correct answers. After completion of all modules, they will get a certificate with the badges they have gained. Learners will be able to go back to the modules and do the exercises again once they have finished the modules. - Learners will be able to read all stories about the other characters once they complete the course (having received a certificate or not). 		
Layout	<p>Decisions made regarding the layout of the course:</p> <ul style="list-style-type: none"> - Once the character is chosen, on the next screen there will be opened 8 boxes (4 in row). Each box will contain a photo of the avatar and when users drag the cursor over it, it will flip over and it will show the title of the module. - Each section of the theoretical part will be in a separate page. - The language section will be in a separate page; subtopics will be opened when learners click on the title of the subtopic; the exercises will be fixed and at the end there will be a section with additional grammar information. 	-	DomSpain
Courses in partner languages			
Localisation: issues and possible solutions	<p>When adapting/localising the texts, there have been some issues spotted. Partners will go through them again and make the corresponding modifications (Wisamar will send a separate document describing the agreements made in detail).</p> <p>In general, partners agree that:</p> <ul style="list-style-type: none"> - If there are links to videos or other resources in English, they should be substituted for links / videos / resources in partner languages. Additionally, they can mention the English source, but always as an additional source. - When there are charts or tables presented as an image, the partner who developed that course will send the original to all partners for them to adapt it instead of having to redo it from scratch. - When dealing with social media, it will be up to the partner to translate the photos/screenshots or charts, as in some countries the English version of such platforms is more used. - If a video is in English, it is suggested to turn it into a text/script or a recording/audio file in order to have a wider variety of formats. - Partners have to state 'original information was taken from...', clearly mark the sentences/text chunks that are quotations and reference them correctly. It is suggested that paraphrasing is a better option. It is completely forbidden to copy-paste text or 	By 20th July (sections 1, 2 & 4)	All partners

	<p>material without referencing correctly: that's plagiarism and it is illegal.</p> <ul style="list-style-type: none"> - Localisation of names and names of the company will be left as they are in the original source. - edEUcation will proof read and revise again the English version. - Screenshots of websites will be changed for other similar webs in partner languages. <p>Partners will modify the documents and name them with an 'F' (final) at the end.</p>		
BADGES			
Design of the badges	<p>DomSpain presents different designs for the badges: partners chose a circle made of puzzles. The whole circle will be shown from the beginning in black and white or grey. When a learner wins a badge, it will turn to blue.</p> <p>Partner brainstorm the icons used for each topic. The following is agreed:</p> <ol style="list-style-type: none"> 1. My situation: a key 2. Business idea: light bulb 3. Researching my market: magnifying glass 4. Business planning: target 5. Legal structures, tax and insurance: a head with gears 6. Premises and employees: hand shake 7. Sales and marketing: megaphone 8. Finance and IT resources: tower of coins 	-	All partners
TRANSNATIONAL MEETINGS AND MULTIPLIER EVENTS			
3TM	Partners agree that the third TM is postponed to January 2019. The dates agreed are 21-22 January, starting after lunch on the first day (at 1pm or 1.30pm) and continuing with a morning and an afternoon session on the second day.	January 2019	IDEC All partners
VIDEO			
Videos	Each partner will produce a video about a successful start-up in Europe. IDEC will prepare a template and instructions or indications on how to produce them.	By 20 September	IDEC

QUALITY & EVALUATION			
Internal evaluation	<p>Partners agree to carry out an internal evaluation process of the courses, in autumn 2018 (before the piloting with learners.)</p> <p>All partner courses will be read by and evaluated internally by other partners or collaborators who will then send their feedback and comments. The proposed and agreed distribution is:</p> <p>IDEC will evaluate the Italian course.</p> <p>edEUcation will evaluate the Bulgarian course.</p> <p>Les Cultures will evaluate the Spanish course.</p> <p>DomSpain will evaluate the German course.</p> <p>Wisamar will evaluate the Polish course.</p> <p>Collegium Balticum will evaluate the English course.</p> <p>Usak will evaluate the Turkish version.</p> <p>The Greek version will be evaluated by an external partner.</p>		
Evaluation and project quality assessment	<p>There will be two questionnaires sent by Wisamar: one to evaluate the Transnational Meeting in relation to the expectations (which should be answered by all participants) and one about project management and coordination (only one answer needed per partner organisation).</p> <p>By the beginning of July, Wisamar will prepare the evaluation report.</p>	end of June – beginning of July	Wisamar
FINANCES AND REPORTING			
Timesheets and labour contract	<p>All partners should submit the timesheets by the end of June.</p> <p>Partners who haven't done it yet, should send the labour relation of all people who have participated in the development of IOs or to the TMs. It should be a contract or a certificate and it is important to state the category (teacher, researcher, educator... It is important to check it is not a technician and a secretary')</p>	by 30th June	All partners
DISSEMINATION			
Dissemination monitoring	<p>CB proposes to set deadlines for every single task or activity we do and CB will be stricter on it.</p> <p>Partners agree to use the characters and their stories as teasers in each partner's FB page and in partner language.</p> <p>The characters will be presented including the photo and a short text. CB will prepare the first example in August and then</p>	-	CB

	partners will follow the same format (according to a schedule sent by CB). Starting from August, this activity will be repeated with different characters every 3 weeks.		
Newsletter	<p>The second newsletter will contain the following sections:</p> <ol style="list-style-type: none"> 1) Logo + teaser question 2) 2 characters presented (other characters in future newsletters): a sketch with a short description (two lines) 3) short text about the TM 4) short text about project progress and next steps 5) short description of the project 6) partners' logo 		CB
Posters	The posters will be prepared by edEUcation once the course is available online.	after the course is available online	edEUcation
Press releases	<p>One press release will be prepared by Les Cultures after the 2TM and sent to local media.</p> <p>Another press-release will be also prepared and sent to mass media once courses are available.</p> <p>The final press-release will be prepared before the multiplier event.</p>	Asap after the TM	Les Cultures All artners
Data protection	<p>Partners agree that we should be careful about new EU regulations on data protection when sending newsletters.</p> <p>Each organisation will be responsible to inform their contacts about their data protection policy.</p> <p>There will be a tick box under the 'registration' section stating that users accept (or not) to receive our newsletters.</p>	-	
TO DO IN THE NEXT DAYS			
Website	<p>Check the website text in English</p> <p>Improve the text of the character stories in English (include bold and paragraphs).</p>	by the end of June	All partners
Dissemination	<p>Each partner will:</p> <ol style="list-style-type: none"> 1) upgrade the excel file on Google Drive 2) prepare a dissemination activities report including evidences 	by 2 nd July	All partners



Supporting documents	Send supporting documents and labour relation of all participants.	by the 30 th June	All partners
Meeting Evaluation	Send supporting documents and labour relation of all participants.	he 30 th June	All partners
Terms and conditions	Send 'terms and conditions to partners' and translate it to partner languages.	end of June – end of July	DomSpain and edEUcation (all partners)
Badges	Send a new design for Badges	By 10 th July	DomSpain
Course sections	Upload final version of sections 1, 2 and 4 in English and partner languages including the modifications discussed at the meeting to Google Drive (Greek partner will send all sections together by Sept)	By 20 th July	All partners
Language section	Upload final version of the language sections to Google Drive.	By 10 th September	All partners
Course uploaded	Upload the course in all partner languages onto the project platform/website	By 30 th October	DomSpain
Template for videos	Send draft template and indications on how to produce videos about start-ups	by 20 th September	Idec
Online meeting	Organise a doodle poll at least two weeks before the online meeting and prepare agenda.	by end of September	Idec