

**Open IT up**  
(Project n. 2017 -1-ESO-1-KA204 – 038085)  
**Kick off Meeting**  
Reus (Spain) – 9<sup>th</sup> – 10<sup>th</sup> November 2017

## MEETING NOTES

**Attendees names:**

- İbrahim UZ, Uşak University
- Olga Anagnostaki, IDEC
- Phuong Anh Pham, Wisamar
- Viktor Markov, EdEUcation Ltd.
- Andrea Panizza, Les Cultures
- Maya Danova, Nikanor
- Vitlena Vasileva, Nikanor
- Maria Bitel, Collegium Balticum
- Olena Korzhykova, DomSpain
- Júlia Vilafranca Molero, DomSpain

### LIST OF DECISIONS MADE DURING THE MEETING

TYPE OF TASK	DESCRIPTION	WHEN	WHO
<b>MANAGEMENT/COMMUNICATION</b>			
Contact persons	There should be 2 contact people per partner. They should be included in the Excel document on Drive (including their email, Skype contact...)  Important to add partners' communication means! (FB page, Twitter, website...)	asap	All partners
Emails	The partners agreed to answer emails within 3 working days	Throughout project	All partners
Online meetings	· Skype conference will be used regularly, and meetings will be scheduled starting from 10 am CET. · Each partner will be responsible for organising one Skype Meeting (in country alphabetical order): they will be responsible for the agenda (together with coordinator, to be sent one week before at least) and writing the notes (to be uploaded within 3 working days).	Throught project  (January)	All partners  (Nikanor)

	<ul style="list-style-type: none"> <li>· They will also create a Doodle Poll to find a date suitable for all the partners (try to click the option 'local time').</li> <li>· Bear in mind that we are not native speakers and that there may be cultural differences, try not to misinterpret things or take them personally.</li> <li>· <u>First Skype is scheduled in January</u>: organised by Bulgarian partner.</li> </ul>		
Deadlines	-Deadlines should be logical and realistic and we all should have a list of each Activity and IO deadline.	Throughout project	All partners
<b>INTELLECTUAL OUTPUTS</b>			
Platform	<p>Design and define the platform environment (DomSpain) Then teachers develop materials.</p> <p>Define types of exercises (DomSpain), in this case teachers should try to stick to them and make it easy for platform developers and users.</p> <p>Partners should be careful when creating the exercises not to have a lot of possible answers. Beware of the gap between what a teacher wants and what the platform developers can make possible.</p> <p>There will be a section for educators with more information about the e-course (methodologies, answers to the exercises, tapescripts, etc.)</p> <p>Language and content: B1-B2 level</p> <p>Website descriptions and some texts/materials will be prepared in easy-read format to make it easier to understand for learners with learning difficulties and non-native speakers of a languages.</p>	Throughout project	DomSpain All partners
IO2	<ul style="list-style-type: none"> <li>- Leading partner develops guideline/ proposal outline of the course. Then partners expand on it.</li> <li>- Include psychological support for learners.</li> <li>- Take into account specific target groups of each partner.</li> <li>- Important to stick to the platform environment</li> <li>- DomSpain and IDEC will upload some examples on Drive of similar courses already developed.</li> <li>- Section 'Country Specific' can be located in the IT Tool Kit ("library of resources").</li> <li>- Include short grammar/language explanation (f.e. mapping)</li> <li>- Keep audios/recordings to the minimum, but with high quality</li> </ul>	Throughout IO2 development.	EdEUcation All partners

	<ul style="list-style-type: none"> <li>- Target group: when participants register, there should be some questions that help us identify/show that they are background (low-skilled, low-qualified)...questions related to their educational background</li> </ul>		
Cut off Training	One of the results stated in the submitted application and cut later: face-to-face training for 16 educators. We will solve it organising workshops/informative session in each partner organisation with 2 teachers/educators.	Any time after the e-course is developed	All partners
Webinars	<ul style="list-style-type: none"> <li>- Webinars will be done by each partner in English using GoWebinar</li> <li>- DomSpain will organise a workshop to show other partners how to do it (online,</li> </ul>	From July 2019	DomSpain
Certificates	- Certificates will be done by the hosting organisation using the template uploaded on Drive (Folder "Kick Off Meeting)	After each TM	Hosting partners
<b>DOCUMENTS</b>			
Templates	<p>Consistent approach: use the template on Drive and common design (it is time-saving!)</p> <p>Always include logos and disclaimers.</p> <p>Project logo and "Visual Identity" file are uploaded onto Drive ("Dissemination" folder"</p>	Throughout project	All partners
Budget	<p>Be ready to submit all documents we need for each payment, if you need help, ask.</p> <p>File "Reporting Periods and Supporting Documents" uploaded onto GoogleDrive ("Budget" file)</p> <p>Agreements among partners: all the information concerning the payments (including bank guarantee) will be included in the contract between the coordinator and the partner.</p> <p>All the contracts - between the Spanish National Agency and a coordinator and between a coordinators with partners – will be uploaded onto GoogleDrive ("Contracts" folder)</p>	Throughout project	DomSpain all partners
Project participants labour contracts	All people that take part in the project should confirm "labour relations" between a partner organisation and a IO developer/meeting participant. This can be a working/labour contract; volunteering contract or a letter from the president or the organisation stating that the person has been working for this organisation for some	Throughout project	All partners

	time and will be involved in the project activities as a teacher/researcher/project manager.		
<b>TRANSNATIONAL MEETINGS AND MULTIPLIER EVENTS</b>			
Organising TM	Use templates for all working materials produced within the project. Coordinator will help a host organisation to prepare all documents concerning a transnational meeting.	Throughout project	All partners
TM Supporting Documents	Partners scan and upload on Google Drive flights (boarding passes) and hotel invoices.	After TMs	All partners
TM Certificates	Certificates will be done by the hosting organisation using the template to be found on Drive.	After each TM	Hosting partners
Multiplier events	In a multiplier event of Greece, only local participants will take place. In a multiplier event in Sofia, there are local and international participants. All partners will help contacting and inviting them (through embassies, consulates, Erasmus international participants in the country).	Throughout project	All partners
Participants list for Multiplier events	The information needed about participants of a multiplier events is a name of the person, name of the organisation (they cannot be from any partner organisation) and email. Signatures of the participants. Date and place of the multiplier event.  Logos of the Erasmus+, project, host organisation	March 2020	IDEC Nikanor
Next TM	The 2 TM will be hosted in Lecco by Les Cultures. The partners agreed that 3 <sup>rd</sup> week of June would be a good option. A Doodle will be created to choose the dates suitable for all the partners.  1 participants from each organisation.	June 2018	Les Cultures
<b>QUALITY &amp; EVALUATION</b>			
Quality Assessment Plan	The working version of the quality assessment plan will be uploaded after the leading partner has included all the comments of the partners.	Before 15th Dec	Wisamar
Monitoring	Wisamar will prepare periodic monitoring questionnaires and send it the partners (it coincides with reporting periods excluding the first one, which means 4 in total). Each organisation should fill in one questionnaire.	4 times during the project.	Wisamar
Proofreading	English partner will proof read most of the texts produced, which means that sometimes they will have to tell another partners to re-do or revise some things... The partners	Throughout project	edEducation

	<p>agreed not to take it personally, it is all for a better quality of the project.</p> <p>All the sections of the website and developed materials should be translated in partner languages.</p>		
Quality in all activities	<p>The partners agreed to avoid plagiarism.</p> <p>Ask for help if needed.</p> <p>Always have project objectives in mind when developing materials.</p>	Throughout project	All partners
Expectations and evaluation	<p>Before each TM: expectations questionnaire</p> <p>After each TM: satisfaction questionnaire.</p>	Before / After TMs	Wisamar
<b>DISSEMINATION</b>			
Diss. Plan	The working version of the dissemination plan will be uploaded after the leading partner has included all the comments of the partners.	Before 15th Dec	Collegium Balticum
Diss. activities	<ul style="list-style-type: none"> <li>- There is no assigned budget for printed disseminating materials.</li> <li>- All partners should help sharing and tagging other partners.</li> <li>- Use data base from “Open the Door to Europe” project.</li> <li>- Each partner will update the shared “Dissemination” excel on Google Drive after carrying out every activity.</li> <li>- It is very important to collect evidences (screenshots, scans...)</li> <li>- Each partner will upload a dissemination report for each reporting period following a template (where evidences will be included).</li> <li>- Important to include: link to website, logos, disclaimers...</li> </ul> <p>The partners agreed to publish articles on EPALE and other EU platforms.</p>	Throughout	All partners
Hashtag	All posts/tweets on Social Networks should include <a href="#">#openITupEU</a>	Throughout project	All partners
Newsletters	There will be 4/5 newsletters developed (one after each TM) with information about the project or related to it.	Throughout project	All partners (DomSpain)

	<p>We will use a pdf file (to avoid it going to the spam folder of receivers) and we will create a section on our website and upload them there.</p> <p>The first newsletter to be prepared by DomSpain in December.</p>	(first in December)	
<b>TO DO IN THE NEXT DAYS</b>			
Press release	The first press release can include general information about the project and the Kick off Meeting. A press release prepared by DomSpain will be sent in English to all partners so that they send it to their local/national mass media	Asap after the kick off meeting	DomSpain
Excel document	Partners should revise the column 'Associated partners' the excel file ( <a href="#">Working Materials &gt; Open IT up.xlsx</a> ; tab 'Tasks and responsibilities) on Google Drive. The parts in yellow are to be checked, revised and changed if necessary. Eliminate a yellow colour to show it's been revised. So far, no official associated partners document is needed.	Asap after the kick off meeting	All partners
E-course	DomSpain has uploaded on Google a proposal of an 8-unit course "Start Your Own Business". All partners should check and revise it and send their comments and proposals during one week. Then edEUcation will create a draft/outline and also upload it for partners' revision.	Asap after the kick off meeting	DomSpain
Project description	DomSpain will write a project description in English to send all partners and to be included on each organisation's website.	Asap after the kick off meeting	DomSpain
About organisation	Each partner will write a short description of their organisation to be uploaded on the project website by DomSpain.	Asap after the kick off meeting	All partners
Dissemination Plan	Upload a draft version of dissemination plan onto Google Drive.	Before 17 <sup>th</sup> of November	Collegium Balticum
Quality Assurance Plan	Upload a draft version of quality assurance plan onto Google Drive.	Before 17 <sup>th</sup> of November	Wisamar
E-course	Upload a draft of E-course outline: all partners check and revise, send comments and proposals	Before 15 <sup>th</sup> December	edEUcation

IOs	After the e-course outline is revised by all partners, in January each organisation will start working on their unit (English). Before the end of February, each partner should submit their unit. Then, edEUcation will proof read all the units and finalise the elaboration of the online course in English.	January – April 2018	All partners
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