



Open IT up

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

3rd Transnational Meeting

Piraeus (Greece) 21 – 22

January 2019

MEETING NOTES

Attendees names:

- Maya Danova, Nikanor
- Carola Dierich, Wisamar
- Victor Markov, edUcation
- Nefeli Dimopoulou, IDEC
- Ibrahim Uz, Usak University
- Andrea Panizza, Les Cultures
- Maria Bitel, Collegium Balticum
- Júlia Vilafranca Molero, DomSpain

LIST OF DECISIONS MADE DURING THE MEETING

TYPE OF TASK	DESCRIPTION	WHEN	WHO
MANAGEMENT and IMPLEMENTATION			
Project management and implementation	Interim report: all the partners must submit all the documents mention in „Support and reporting documents“ - Third payment) which is in Folder Working documents in Google Drive: <ul style="list-style-type: none">• Timesheets (worksheets) - from July 2018 until the end of January 2019.• TM3 travel invoices, tickets and boardings.• Proof of labor relation – if different people have participated in IO development or in TMs (translations into English needed)	28 Jan -	All partners
	All partners must upload all dissemination evidences and update the shared dissemination excel file in Drive before 28 Jan.	10 Feb	
	CB will send dissemination report to DomSpain before 10 Feb. Wisamar will send Quality Assessment report before 10 Feb.		
	DomSpain will make the next payment after Interim Report is approved (expected to be around June or July 2019)		



IO2: Summary of implemented Activities

<p>IO2: Implemented Activities and next steps</p>	<p>Internal evaluation: general comments are that carrying out this internal evaluation was very beneficial to the final result, there have been many changes made and now the course is more realistic and adapted to the concrete target group of the project.</p> <p>NOTE: all partners believe that having access to the platform makes it much efficient and convenient to correct mistakes or modify the content; having done it with an excel file was a bad decision and extremely time consuming.</p> <p>Feedback from partners about their process of improving the modules:</p> <ul style="list-style-type: none"> • USAK – glossary and pictures ready for all modules; they think the glossary is very useful. • DomSpain – glossary and photos ready all modules; they adapted the texts for the target group; they think the photos and images make it much more attractive to users. • Nikanor – glossary and images. They made a lot of changes, because all texts were too long and difficult to read. • Les Cultures – glossary and photos ready; it was a very time consuming process. • CB – glossary and photos are prepared but not uploaded yet, Maria will send an email to inform they are ready (expected in two/three days) • edEUcation – photos uploaded in Drive; they are still working on the glossary of some modules and will finish by the end of January or first week of February • Wisamar – not completely finished yet, they're making some last changes and will finish by the end of the month. They would have liked to include different colours in the text, but the platform doesn't allow for that. • IDEC – they'll consider making the recordings. Photos and glossary uploaded. They will finish with the revision of modules 6-8 by the end of January. <p>DomSpain has to change the introduction in the character section, it still shows in English when navigating in some languages.</p>	<p>First week of February</p>	<p>All partners</p>
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	<p>Validation and open badges</p> <p>edEUcation will prepare a short introductory paragraph addressing users directly explaining how the course works. It will include a very short description of each badge - partners will translate in their languages.</p> <p>About the validation, partners agree that:</p> <ul style="list-style-type: none"> - If possible the programmer side, there will be a validation button after each sub-section, and you will see your percentage at the end. - If possible from the programmer side, partners will see the correct answer once they validate, but they won't be able to correct it and validate again. - Users must answer all questions to validate. - 60% of correct answers to continue to the next module - 75% of correct answers to get the badge (partners believe this is a good way to motivate students without pushing them too much). - The language part will be optional, meaning that it will not count for the final percentage. You have to register as a student to make the course - Learners will receive a certificate in English and the language they are learning after course completion. Percentages achieved will be shown in the certificates. DomSpain will create a template and send it to partners. 	<p>end of February</p>	<p>edEUcation: description in English</p> <p>All partners: translation to partner languages</p> <p>DomSpain: modifications in the platform</p>
	<p>Courses in downloadable version</p> <ul style="list-style-type: none"> - Each course will be transformed in pdf format (without the character stories and including the answers) and made available in the section for educators. Each module must be downloadable for educators. - Due to continuous modifications and changes in the texts, partners agree that it is better to postpone the creation of these pdfs to a later stage of the project. - All character stories will be downloadable in pdf format. DomSpain make a template, including photos, and partners will include there the stories and photos. 	<p>After piloting or close to the end of the project</p>	<p>All partners</p>



IO2: Next steps: Videos about start-ups in EU			
<p>IO2: Videos about start-ups in EU</p>	<p>Partners have analyzed the videos developed by IDEC and CB and have agreed on shorting the videos' length.</p> <p>General decisions made:</p> <ul style="list-style-type: none"> - All videos must be developed first in English. After a quality check (IDEC and Wisamar) partners will translate them. - All videos will be max 3 min. - The whole story must be told using past tense to be consistent. - Partners will use 3 -5 pictures (1 of the product/website of the start-up and another of the person if possible.) - Partners will give an 'appealing' name to the videos, which will be displayed on the website for users to click on it. <p>Modifications agreed based on the template:</p> <ul style="list-style-type: none"> - Slide 2 will be removed and the text will be displayed on the website, 'videos' section, as an introduction to the videos - Slides 3-4 will be merged into one. - Slides 5-6 will be merged into one. - Slides 8-9 will be merged into one. - Slides 10-11 will be merged into one. - Slides 13-14 will be merged into one. - Slides 15-16 will be merged into one. - Slides 23, 24 and 25 will stay the same in the template and partners will use them deepening on their idea -if the idea can be summarized, partners will also use thought bubbles. - Slide 29 will be removed and the logos will be added to slide 28. <p>IDEC will modify the template and upload a new version in Drive before 25th of January.</p> <p>While partners translate the videos in their languages, education will proofread them.</p> <p>General recommendations:</p> <ul style="list-style-type: none"> - Base the videos on true stories - Use photos of the real person if it's possible - Leave enough time to read the text in each slide - Select an appropriate music, 3 minutes of the same melody can be annoying. 	<p>Videos uploaded to Drive – by 28.02.2019</p> <p>Quality check – by 07.03.2019</p> <p>Videos translated – by 30.03.2019</p> <p>Videos uploaded to the website – by 15.04.2019</p>	<p>All partners</p>



IO2: Pilot course in partner countries			
IO2: Pilot course in partner countries: Methodology and evaluation.	<p><i>(Presentation prepared and delivered by USAK University can be found on Google drive)</i></p> <p>Validation of the exercises in the platform will be activated by DomSpain by the end of February. Partners can start piloting the courses on 1st March.</p> <p>USAK will create a document with the Guidelines for the Pilot Course before the end of February.</p> <p>The Pilot course will be advertised by all partners in social media and in the website and a link to the evaluation form will be available in the platform for any user wishing to provide feedback.</p> <p>Decisions made about the conduction of the piloting:</p> <ul style="list-style-type: none"> • Designed to be completed in 4 hours per module • Target group: vulnerable groups of adult learners (low-skilled, low-qualified, unemployed, migrants, disabled, etc.) • 80 participants, 10 per country (partners agree that we will be flexible if some partners have trouble finding participants -to be discussed in next Online Meeting) • Each partner will pilot the course in their language • Piloting method: each partner will carry it out in the most convenient way according to their possibilities and participants` characteristics (blended or online). • Partners will print, stamp and sign the certificates and hand them in personally to participants of the piloting if considered appropriate by the partner organization. • Evaluation: Wisamar will create an online evaluation form. Partners will make sure that all participants in the piloting fill it in. The questionnaire will leave space for comments / feedback and partners will modify some of the content accordingly if considered necessary. • The evaluation form will also be available in word/pdf format to be able to print it. <p>Online meeting: 29th March 10am CET: partners will discuss the progress of the piloting courses (+ CB will present the template of the Business Card)</p>	<p>March – June 2019</p>	<p>All partners</p>
IO3: ICT Toolkit for adult educators			



<p>IO3: ICT Toolkit for adult educators: Business cards, Webinars, and Resource Library.</p>	<p><i>(Presentation prepared and delivered by CB can be found on Google drive)</i></p> <p>Partners agreed at the kick-off meeting that although IO1 was cut off, Business Idea Cards would be developed.</p> <p>IO3 – ICT toolkit for educators: will consist of webinars and a resource library.</p> <p>Decisions made:</p> <p><u>Business database:</u></p> <ul style="list-style-type: none"> - CB will create a template (one-page long if possible), which will include a clear description of a business idea in short and straight to the point sentences, language teaching tips and a short glossary. (More details in the Presentation) - Each partners will create 2 cards in English. - All cards will be translated in partner languages - There will be a distribution of topics for the cards among partners, so that business areas and target groups dealt with are balanced. <p><u>Webinars:</u></p> <ul style="list-style-type: none"> - Each partner will deliver a Webinar of 1 hour approximately in partner language, they will be live and then recorded and uploaded on the platform. - DomSpain will organise a workshop in TM3 to train partners to organise a webinar. They will also provide technical support during the whole process. - The webinars will have a common part -introducing the OpenITup platform and the learning/teaching methods used- and a specific part for each partner according to their target audience. - DomSpain, edEUcation and CB will prepare a template and prepare the common part of the presentation. - Webinars will be organized from July 2019 to February 2020. - At TM3, partners will discuss the webinars evaluation procedure. <p><u>ICT Toolkit: (to be discussed further in TM3)</u></p> <ul style="list-style-type: none"> - List of resources categorized in sections. - In all languages. 	<p>Business idea cards: April – June</p> <p>Webinars: July – January 2020</p> <p>ICT Toolkit: Nov 2019 – Jan 2020</p>	<p><i>All partners</i></p>
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Quality assurance			
General overview	<p>General comments: all partners are very satisfied with management and coordination issues. Good atmosphere, good collaboration among partners and good results. Feedback has been very positive for all TM as well.</p> <p>General feedback on dissemination has improved a lot.</p> <p>Next steps</p> <ul style="list-style-type: none"> - Evaluation of TM3 (analyzed based on partners' expectations) - Project Monitoring questionnaire sent by Wisamar after TM3 and filled in by all partners - Wisamar will elaborate a report before 10th February. - External pilot testing of the language course Start your own business <p>Note: We should consider evaluating the videos - To be discussed at TM3.</p>		<p>Wisamar - All partners</p>
Dissemination			
Dissemination activities	<p>Partners pending tasks - before Monday 28th January 2019</p> <ul style="list-style-type: none"> - Excel file updated - Include number of likes/followers in all activities - Screenshots and other evidences uploaded - Post about 3rd TM in Greece this week - Posts introducing at least 4 character stories completed <p>Future activities and posts</p> <p>Meeting in Piraeus</p> <p>3rd newsletter: CB will prepare a template</p> <p>Videos prepared: disseminate one per month, CB will prepare a schedule.</p> <p>Webinars: a strategy to disseminate the webinars should be prepared.</p> <p>CB will follow a similar procedure to the presentation of the character stories for future posts on social media.</p> <p>NOTE 1: the website's contact form when navigating in PL and IT is still in EN – DomSpain will fix it.</p> <p>NOTE 2: All partners must send email to CB when everything is checked.</p>		<p>CB - All partners</p>



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Next partner meetings			
Next meeting	17 -18.06.2019 in Szczecin, hosted by Collegium Balticum First day – full day The second day – half		All partners
Skype meeting	29 th March at 10am CET		All partners