


<p>Master model to gain time in your classroom 'Gain Time'</p> <p>2014-1-ES01-KA201-004401</p>	<p>Project Logo</p>	
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## KICK OFF MEETING AGENDA

Madrid, 27 – 28th November

VENUE: CECE


c/ Marques de Mondéjar, 29-31 - 28028 – Madrid - SPAIN Tel:+ 34 91 725 79 09

Marián 0034 676696977; Selina: 0034 683235591


### Objectives

1. To know each other
2. To be familiar with the application
3. To go depth on Intellectual Output 1 and 2
4. To agree on the activities to be done by each partner
5. To know the management process
6. To agree on dissemination activities
7. ...

9:15	Welcome, introduction and review of the agenda	CECE
9:25	Short presentation of person in charge of the project and partner's organisation: CECE; ERIFO; STUCOM; BURY; IT WORLD; ELAZIG; ISCAP AND SERENI	Send by 20 November PPP to CECE
10:15	<p><b>Gain Time:</b></p> <ul style="list-style-type: none"> <li>• Presentation of the project background, methodology, objectives, target groups and outcomes</li> <li>• Introduction to FLIPPED classroom (PPP + Position Paper)</li> <li>• Gain Time (Continuation) Review of project activities, products and the roles of partner organisation (GANTT)</li> </ul>	PPP presentation ERIFO + CECE
11:30	Coffee Break	
11:45	Continuation of previous session <b>Questions</b>	


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<p>12:30</p>	<p>O1 Best learning practices for creative classroom</p>	<p><b>O1-A1: Realization of the Compendium LEAD GAUSDAL</b></p> <ul style="list-style-type: none"> <li>➤ CECE Introduction to CCRs</li> <li>➤ ERIFO: Developing a grammar for the creation of educational games for Secondary</li> <li>➤ <b>Gausdal LEAD</b> STUCOM, BURY, IT WORD, ELAZIG, IPP, AGRARIO and GAUSDAL Select and catalogue 10 Best Practices at national level (10 Creative Class Rooms and 10 on Educational Games)</li> </ul> <p>Presentation of the draft template to be approved.</p>
<p>13:30</p>	<p>Lunch</p>	
<p>15:00</p>	<p>Continuation</p>	<p><b>O1-A1: LEAD GAUSDAL</b></p>
<p>16:00</p>	<p><i>Page 27 of the application</i> Dissemination</p>	<p><b>BURY College LEAD</b> Web site Logo Newsletter <b>Events</b> Media brochure Project history movie Social network report</p>
<p>17:15</p>	<p>Summary of the day</p>	<p>CECE All</p>
<p>19:00</p>	<p>Optional: Walking tour Madrid</p>	<p>We will meet on the corner of Plaza de la Independencia / Alfonso XII</p>
<p>20:30</p>	<p>Dinner (Optional)</p>	

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**Day 2: 28 November**

9:15	Pending issues for the previous day	
9:30	<p><b>O2 LEAD ERIFO</b> Master Model to gain time on your Classroom</p>	<p><b>O2.A1</b> Design outline of the Master Model Stucom</p>
11:00	Coffee Break	
11:30	<p><b>O2 CECE</b> Master Model to gain time on your Classroom</p>	<p><b>O2-A2</b> Handbook "Gain Time" CECE. Development and implementation of the thematic areas. Bury- Area 1: Creative classes Instituto Sereni Area 2: Teachers-innovators Stucom Area 3: Flipped methodology ISCAP Area 4: design of the Flipped lessons Elazig Area 5: development of the didactic concepts of the FLIPPED Gausdal Area 6 : Videos in the FLIPPED methodology Erifo Area 7: Educational games and debriefing IT WORLD Area 8: Digital Channels</p>
	<p><b>ERIFO + IT Word</b></p>	<p><b>Global view of the rest of the Intellectual Outputs (Platform, online course)</b></p>
13:00	<p>Management Administrative and Financial duties Project Platform</p>	CECE
13:45	To do list / Next meetings proposal	ALL
14:00	Close	

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## DAY 1: 27 NOVEMBER

1. **Short presentation** of each person in charge of the project and partner's organization:

CECE; ERIFO; STUCOM; BURY; IT WORLD; ELAZIG; ISCAP, GAUSDAL AND SERENI

Each partner presented their self and the organization they represent. Also gave some advances about the use of FLIPPED in their daily classroom, through videos, internet .....

- **Gain Time:**

Giovanna d' Alessandro presented how the project born. Flipped methodology change the traditional method to teach. What do we do during the classroom? The classroom is converted into a laboratory.

Flipped was born in an economical sciences centre. A lot of teacher use this methodology.

The innovative of this methodology is to help the teachers to personalised the teaching proceed and the methodology transforming the traditional learning way.

Some partners discussed about the flipped methods.

All partners have the same approach to the flipped methodology.

Marian de Villanueva CECE: Briefly presented of the intellectual outputs of the project and how they were connected (OI 1, OI 2, and OI 3).

- **O1 Best learning practices for creative classroom.**

### Study analysis

1. Introduction to creative classroom
2. Grammar of educational games
3. National compendium

Creative classroom presented by Marian de Villanueva.

The template for the creative classroom and educational games were proposed and approved by partners. Each partner has to prepare the national compendium which will contain: 10 educational games and 10 creative classroom best practices per country.

**Target group:** different ages for secondary educational levels it is depend on the partner's country.


**PT**, BG 11-18, IT 14-18, ES 11-18, **UK**

Follow the discussion all partners agree to focus on 11-18 years old as target group, covering all partners' expectations.

- **Dissemination**

BURY college proposed 5 logos with different sizes, colours....

The proposed logo was approved with some change done by partners, making a key format, as a key way to learn. Make the key inverse.

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Andy Tomlinson presented the draft dissemination plan and the web site structure.

No forum is needed. The web site is not a partner's communication tool, it is a tool to exchange information with the rest of the teachers and students.

Web site is a tool to upload all project documentation and make it public.

**Bury college will confirm it is possible to have an internal management area.**

**Domain name- [www.gaintime.eu](http://www.gaintime.eu)**

Assignment of the person in charge of the dissemination and exploitation activities. Send, please, to Andy who will be the responsible for this task.

Facebook group will be created. **Gaintime** will be the name of facebook group and Charo Cuart of Stucum College offered to do it. Many thanks

A youtube channel will be created for the project history movie at the end of the project.

Multiplier events: a template to collect the events was presented. After some suggestions and modifications was approved. After each multiplier event a newsletter will be provided.

Marian de Villanueva gave some tips for organising the multiplier event:, power point presentations, pictures, photos, ...

**Necessary to have feedback from the participants of the multiplier events. Evaluation form, will provided by BURY**

TIPS for dissemination: Participants list signature, European disclaimer, partners logos, project logo, Erasmus plus logo, merchandising, invitations, mailing, keep evidences (photos, pictures, participant's list signatures.....)

## **DAY 2: 28 NOVEMBER**

- **O. 2 Master Model to gain time on your Classroom**

### **Development and implementation of the thematic areas. ( see annex 1)**

Lead partners: Stucum + Politecnico do porto

Bury- Area 1: Creative classes

Instituto Sereni Area 2: Teachers-innovators

Stucum Area 3: Flipped methodology

ISCAP Area 4: design of the Flipped lessons

Elazig Area 5: development of the didactic concepts of the FLIPPED

Gausdal Area 6: Videos in the FLIPPED methodology


Erifo Area 7: Educational games and debriefing

IT WORLD Area 8: Digital Channels

- **Administrative and financials duties**

Selina Martin presented the Administrative and Financial duties.

CECE informed that the agreement between the National Agency and CECE has not been signed yet. After that we will be able to sign bilateral contracts between CECE and each

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Partner. The contracts will contain all details (payment instalments and percentages, responsibilities, tasks, etc.).

All partners agreed on the financing payments proposed by the promoter.

- **To do list**

<b><u>WHAT</u></b>	<b><u>WHO</u></b>	<b><u>WHEN</u></b>
Send to bury name e-mail of the person responsible for the Communication / dissemination	All partners	3 December
Send organisational logo to Bury (JPG, JPS) + organisation info	All partners	3 December
New logo	Bury	3 December
Best practices final version template + layout	Gausdal	5 December
Facebook	Stucom	15 December
02 handbook structure + layout (genius project)	Stucom	20 December
2 best practices + 2 games	All partners to Gausdal	15 January
Web site	Bury	15 January
01 Creative classroom	CECE	15 January
01 Educational games	Erifo	15 January
10 best practices educational games + 10 creative classroom	All partners to Gausdal	20 February
Final version "best learning practices for creative classroom"	Gausdal	2 March
6 monthly financial + development report	All partners	10 March
02 Areas	All partners send to Politecnico do Porto	30 April
Manchester meeting	All partners	7-8 May 2015
1) Multiplier event	All partners less ERIFO + CECE	Before 31 October 2015
Roma	All partners	5-6 November 2015
2) Multiplier event	All partners less ERIFO + STUCOM	Before 6 June 2016
Porto	All partners	6-7 June 2016

- [Annex 1](#)

### **Handbook structure**

This is what each area should contain

- a) GENERAL INTRODUCTION: OVERVIEW OF WHOLE HANDBOOK

#### **1-Creative classes (10 pages) BURY**

1-Introduction (Rationale, outline)

Short paragraph

2-Content

3- Conclusion ((with some questions that are related to 03- to make easier to understand module

4- References, links

#### **2. Teachers-Innovators: SERENI**

1-Introduction (Rationale, outline)

Short paragraph

2-Content

3- Conclusion (with some questions that are related to 03- to make easier to understand module )

4- References, links

#### **3. Flipped Methodology: STUCOM**

1-Introduction (Rationale, outline)

Short paragraph

2-Content

3- Conclusion (with some questions that are related to 03- to make easier to understand module

4- References, links

#### **4. Design of the Flipped Lesson: IPP**

1-Introduction (Rationale, outline)

Short paragraph

2-Content

3-Conclusion (with some questions that are related to 03- to make easier to understand module

4- References, links

#### **5. Development of the Didactic Contents in the Flipped: ELAZIG**

1-Introduction (Rationale, outline)

Short paragraph

2-Content

3- Conclusion (with some questions that are related to 03- to make easier to understand module

4- References, links


#### **6. Videos in the Flipped Methodology: GAUSDAL**

1-Introduction ((Rationale, outline)

Short paragraph

2-Content

3- Conclusion ((with some questions that are related to 03- to make easier to understand module

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4- References, links

**7. Educational Games and Debriefing: ERIFO**

1-Introduction ((Rationale, outline)

Short paragraph

2-Content

3- Conclusion ((with some questions that are related to 03- to make easier to understand module

4- References, links

**8. Digital Channels: IT WORD**

1-Introduction ((Rationale, outline)

Short paragraph

2-Content

3- Conclusion ((with some questions that are related to 03- to make easier to understand module

4- References, links

b) Final conclusion + introduction to 03