

Master model to gain time in your classroom 'Gain Time' 2014-1-ES01-KA201- 004401 www.gaintime.eu		
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MEETING MINUTES

PORTO, 7-8 May 2015

ATTENDEES:

Anabela Mezquita	ISCAP
Paula Perez	ISCAP
Paula Carvalho	ISCAP
Roar Bakke	GAUSDAL SCHOOL
Kari Steinbakke Gilje	GAUSDAL SCHOOL
Katarzyna Wanda Mazur	GAUSDAL SCHOOL
Burhan Deveni	ELAZI
Remzi Solmar	ELAZI
Charo Cuat	STUCOM
Marian Villanueva	CECE
Selina Martin	CECE
Spass Kostov	IT WORLD
Antoneta Milanova	IT WORLD
Erika Casolino	SERENI
Mariela Demichele	SERENI
Barbara Alessandrini *	ERIFO

- Barbara Alessandrini arrived late because a flight connection problem and she spent a night in Barcelona.

7 May 2015

9.00 Anabella Mezquita presents ISCAP and Porto City
 Presentation of the meeting agenda by Marian Villanueva
 Participants introduce themselves.

9.46 Discussion about the first intellectual output O1

Introduction to CCR is done by ERIFO

The grammar and Educational Games is done by CECE

Roar in behalf of Gausdal School, presents the National Compendium

Partnerships did an evaluation using a google doc, where the results were automatically downloaded by google.

The partnership revised the evaluation sheet. Roar asked to do again the evaluation with some changes:

- the compendium should be short and clear to do it more appealing to other teachers

Roar suggests the compendium should be organized by Subjects. Partners agree that each Best practices and Games will contain the subject. Roar will have it into consideration in the final compendium

All best practices and games will be evaluated again by the consortium. **Dead line 14 May 2015.** Roar will compile all the information by **29 may 2015** and send to all partners the final version of the compendium.

Anabela Mezquita and Paula Carvalho from Iscap presented Intellectual output 2:

They have received all contributions all followed the suggested structure agreed during Madrid meeting.

The lead partner presented their work and the idea.

All partner made a presentation of its AREA.

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Area 1: CECE: Creative classes

Area 2: Instituto Sereni: Teachers-innovators

Area 3: Stucum: Flipped methodology

Area 4: ISCAP design of the Flipped lessons

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

Area 6: Gausdal: Videos in the FLIPPED methodology

Area 7: Erifo: Educational games and debriefing

Area 8: IT WORLD Digital Channels

The bibliography will be :

Author, date of video available, theme, title: when we present the resources.

Isicap will provide feedback to the partners.

Dissemination

Presentation of the **new website** and the new logo and asked suggestions to improve the website.

The slogan is decided to add the 3 ideas "Flip to Gain Time" "Be Creative" "Be innovative"

Facebook events related to education, links with interesting articles, pedagogy ideas essential information related to the Project will published by each partner.

Multiplier events (ME) are discussed:

All partners should make 2 event less ERIFO and Sereni, they will share and CECE and Stucum. One of these have to be before 30th October. The other one before 30th July 2016.

What a multiplier event needs:

In dropbox "GAIN TIME" there is a folder named Dissemination and in Partners activities folder each partner can find ALL TEMPLATES information about the multiplier events (ME).

Partners proposal for Multiple Event 1, (ME)

- ✓ Italy will be do that it at the end October.
- ✓ Bulgaria will invite teachers, the idea is to invite teachers, or around end of August because the teachers will be free at that time. A special event will be organized, in a rented room.
- ✓ CECE probably will developed the ME during CECE Congress 2015 (October-November). Or
- ✓ Stucum will may be do it in July when teachers have training.
- ✓ Gausdal School Norway can probably disseminate the project in August 2015.
- ✓ Portugal 22nd October will celebrate it
- ✓ Elazig in October will do the event.

A diploma will be issued to all participants attending the event, CECE will prepare the Diploma.

All partners have to be virtually present and recorded. It is important that before the event take place the partner in charge of the ME will communicated to the others partners to be on line.

CECE present to do list updated for the first day.

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8 May 2015

First we started with a **summary of the minutes of the previous day.**

Barbara Alessandrini introduces her part in Output 2 the "Grammar of Educational Games".

Project history movie:

this is a movie about the life cycle of the project.

Elazig Department of Education will edit a draft of the video containing the meetings we have already held, Madrid and Porto.

Next meeting in Rome will be arrival 8th November departure 11th November.

Still has to be decided where the final date of meeting in June in Norway or Bulgaria 6-7th June.

Skype meeting 30th June at 3 pm central Europe CECE will lead the skype meeting and will send the agenda.

Output 3

There is an important relation between Ooutput 2 and 3 so we have to look Ooutput 3 (page 46 of the application form)

Modules are assigned in the table below:

Modulo 0 Introduction to the course <ul style="list-style-type: none"> - General objectives - Specific objectives - Course structure 	CECE
Modulo 1 The flipped methodology <ul style="list-style-type: none"> -why flip the classroom STUCOM -Basic elements and steps to flip the classroom ELAZIG -the creative classroom CECE SERENI -the innovative teachers SERENI Test 2- 4 QUESTIONS FOR EACH TOPIC ABOUT CONTENT WITH FOUR OPTIONS With answers Bibliography Glossary	Stucom Elazig Sereni
Module 2 Design and development of learning contents for flipped lessons <ul style="list-style-type: none"> - Planning a flipped lesson ISCAP - Organization of learning content ISCAP - Design of a flipped video GAUSDAL - Production and post-production of a video flipped GAUSDAL Test Bibliography Glossary	ISCAP Gausdal
Module 3 Educational games <ul style="list-style-type: none"> - Classroom time ERIFO - Types of educational games ERIFO - Design of and educational game ERIFO - Management of and educational game ERIFO Test Bibliography Glossary	ERIFO
Module 4: Assessment of knowledge <ul style="list-style-type: none"> - The debriefing and its phases ERIFO 	ERIFO IT World

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<ul style="list-style-type: none"> - Managing a debriefing ERIFO - Other means of evaluation knowledge IT WORLD - Types of assessment ISCAP Test Bibliography Glossary	
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Everyone has to prepare at least 2 questions and 4 answers for each teaching Units.
 Spass at the end of September will present the tutorial about the lessons that will be in the web for the training online **O3 A3 video-editing on line course.**

End of the meeting

Partners Lunch at ISCAP.

WORKPLAN TO DO LIST

OUTPUT	WHO	WHAT	WHEN
O1	CECE	Creatives Classes	End May
O1	Erifo	Grammar	End May
O1	All partners	Best practices and games evaluation. (2 round)	14 May 2015
O1	Gausda	Final Compendium version edited	29 May
O2	All partners	Revised the AREA and add the items needed	30 May
O2	ISCAP + STUCOM	Final version of Handbook O 2	15 June
E1	All partners	Decide and communicate the dates for the 1 Multiple Event	End of June
Facebook	All partners	Likes in FACEBOOKs, at least 15 by each organisation.	End June
WEB SITE	All partners	More contents in the WEB SITE	End May
Dissemination	All partners	Fill it in the "partner dissemination activities" "screen shoot" "partner stakeholder data base"	22 June
O3 A3 video-editing on line course	ITW	Survey to all partners	End May 2015
O3	All partners	Feed back to Spass about the survey	End June 2015
O3	ITW	From the survey result ITWORDL will select the tool and the approach	End July 2015
O3	All partners	Feed from partners about the tool and the approach (video Content)	End august 2015
O3	ITW	Finishing the strategy for the video tool and approach	End September 2015
O3	All partners	Meeting evaluation from fill in	15 May