

MEETING MINUTES

Rome, 9-10 November 2015

ATTENDEES:

Federica De Paola	ERIFO
Barbara Alessandrini	ERIFO
Giovanna D'Alessandro	ERIFO
Anabela Mesquita	ISCAP
Paula Peres	ISCAP
Viki Vissers	Gausdal School
Roar Bakke	Gausdal School
Kari Steinbakke Gilje	Gausdal School
Ahmet Bağlıtaş	Elazig
Remzi Solmaz	Elazig
Burhan Deveci	Elazig
Rosario Cuart	Stucom
Marian De Villanueva	CECE
Selina Martin	CECE
Spas Kostov	IT WORLD
Plamen Kolev	IT WORLD
Maria Demichele	SERENI School
Alessandro Cristofanelli	SERENI School

9 November 2015

The Project starts with a welcome presentation of Giovanna de Alessandro, Barbara Alessandrini, Francesca, Mariela Demichele and Alexandro Cristofanelly

Marian introduces the agenda of the meeting.

Porto minutes were approved.

Revision of the "To Do List"

O1 – A1 Compendium

Roar presented the results of the National Compendium O1 which has been classified by topics.

The National Compendium will be upload into the project web site in two ways: the completed document and also each topic as an independent document.

Roar will send the compendium to CECE for editing.

O2 – A2 “Hand Book Gain Time” the edited version is uploaded in the website. Paula Peres will add two aspect: SCROM and OER.

O2 – A3 “Book Trailer”

ISCAP, Gausdal, Elazig, Sereni and ERIFO presented their Book Trailer.

CECE, Stucum and IT World need to improve the video.

All partners should consider the requested dissemination “tips” such: a logo of the project, institutional logo, partner’s logo and the Erasmus logo + Erasmus disclaimer.

All partners will upload into drop box the final version of the book trailer by the 30 of November.

Marian thanked to ISCAP and Stucum for the good work done.

O3 – A1 “guide lines for the on line course” were presented by Barbara Alessandrine

Each partner will elaborate the Module using **power point office mix** in order to facilitate its conversion into SCROM. Spass and Barbara will send the final version of the revised *Guide Lines* by 30 November.

O3 – A2 Development of the learning objectives

Assessment: each module will content 5 questions with 4 options

At least 1 activity at the end of the course will be proposed by each partner

All the partner, by **15 of January**, will send the module to Elazig in power Power Point Mix and the word document, except ERIFO which will send one month later.

Avatar or person explaining in the corner could be used as a way to present the unit. Translation of videos is optional. Spass will explain in the *Guide Lines* how to do it and how to add the subtitles.

Each Module will be edited in Arial 11 and interline 1, 5. It will be space 6 points (up and down) among paragraphs.

To number the units, please, read carefully the Guide Lines.

Iscap used Captivate program for the videos.

Elazig will revise each of the Modules and will send the final version of the learning modules to Spass by **28 February**.

The e-learning platform will be prepared by IT World by **15 March**.

Iscap used Captivate program for the videos. Other programs recommended to edit videos are Camtasia and Adobe premier

10 November 2015

The meeting was held in Sereni. It has been a wonderful experience to visit the college and meet some teachers and students. Many thanks to Alessandro and Mariela

Management and administration

By 10 December CECE will check all partners administrative and financial

To justify the financial expenditures of the project will be necessary:

Staff cost justification: D:\Dropbox\14 GAIN TIME_CECE\MANAGEMENT\10Dec15

- Timesheets models will be posted on Dropbox. Time sheet should be fill in, signed and stamp: from 1 September 2014 to 31 August 2015
- Contract is compulsory. Each staff cost category should provide their organisation contract.

Travel – Expenses – Fixed- Boarding pass, participants certificate and participant list dully signed.

Multiplier event: all document to be fill in are uploaded into drop box

Dissemination activities:

Facebook: 10 likes per partner are required by the end of the year (10 December 2015)

Template on dissemination activities to be fill in by 10 December.

Send regular news about the project item to upload into the web site.

D:\Dropbox\14 GAIN TIME_CECE\DISSEMINATION\Partners activities

Next meeting: 11-12 April 2016 meeting in Sofia (It will finish at 14:00)

Work plan. To do list

OUTPUT	WHO	WHAT	WHEN
O1 – A1	Gausdal	Roar will send the compendium to CECE for editing	16/11/2015 done
O1-A1	CECE	Edit the compendium	7 December 2015
O2 – A3	All partners	Need to improve the video and upload in Dropbox	30 of November
Administration - Financial	All	Fill in the template upload into drop box as management	10 December 2015
Dissemination	All partners	Fill in all dissemination activities upload into Drop Box	10 December 2015
O3 – A1	CECE	Edition of the final version of the 03-A1	15 December 2015
Facebook	All partners	10 likes from outside partnership	20 December 2015
O3 – A2	All partners less ERIFO	All partners develop: the UNIT with the power point mix and the document in word + 4 questions. Send to Elazi	15 of January 2016
O3 – A2	ERIFO	Develop: the UNIT with the power point mix and the document in word + 4 questions. Send to Elazig	15 February 2016
O3 – A2	Elazig	Revision of the final version of the all course Send to Spass	28 February 2016
O3 – A3	IT world	The course will be upload into the e-learning platform	15 March 2016
Transactional meeting in SOFIA	All partners	Participation of the next translational meeting	11-12 April 2016 (will finish around 14:00)