

Agenda

Sofia, 11-12 April

Place: SVETA SOFIA HOTEL **** www.hotelsvetasofia.com
18, Pirotska str.
Sofia 1301
Bulgaria

Host: IT World. Spas Kostov, Plamen Kolev

11 April 2016

9:30	Welcome by Spass Kostov	IT WORLD
	Introduction and review of the agenda	CECE
	Roma minutes. Revision of the "To Do List"	CECE - ALL PARTNERS
	General overview of the intellectual outputs	CECE
	O3-A2 <i>Development of the Learning Objectives</i>	EACH PARTNER
	O3-A3 video editing online course	IT WORLD
	O3-A4 validation open online course	IT WORLD
	Lunch	
17:00	Summary of the day and clarification of doubts	CECE + ALL PARTNERS
20:00	Dinner (Optional)	

12 April 2016

9:30	Management. National Agency requested documents	
	Dissemination	
	Exploitation	
	Events	
	Quality	
	Summary of the day and clarification of doubts	

Welcome by hosting partner IT WORLD, (Spass and Plamen)

Introduction to the meeting agenda by Marian.

First part of the meeting was focus on the revision of the modules. Partners provide feedbacks and comments.

	SRIPT	PPP
Module 0	ok	More key words, less text
Unit 1.1	ok	ok
Unit 1.2	ok	First slide should be change for the common one and the same instructions to follow for the last slide.
Unit 1.3	ok	some spelling mistake will be correct
Unit 1.4	ok	Spelling corrections. First slide should be change to the common one.
Unit 2.1	ok	Change the voice for the 2 slide, (Lucia voice). Glossary and bibliography should be removed
Unit 2.2	ok	Second slide should be change. Glossary and bibliography should be removed.
Unit 2.3	ok	Remove references
Unit 2.4	ok	Remove references
Unit 3.1	ok	Remove ERIFO logo, change the letter size and type. (Training unit) to remove on the top.
Unit 3.2	To be edit in the common format	To be edit, remove erifo logo and the name of the unit on the top should be removed too. And add the last common slide.
Unit 3.3	to be edit	to be edit in the common format
Unit 3.4	to be edit	It was not possible to upload in drop box
Unit 4.1	ok	To be edit in the common format
Unit 4.2	to be edit	To be edit in the common format
Unit 4.3	ok	To be edit in the common format
Unit 4.4	ok	References and bibliography remove it

O3-A3 video editing online course

O3-A4 validation open online course

Presentation by Spass and Plamen

Each partner will organize the Committee users for piloting the on Line course. After it, each participant will fill in the "Satisfaction Questionnaire" (available in the e-learning platform) and also each participant will provide feedback of the content of each unit.

After receiving the feedback, each partner will send it to each "Lead Unit Partner"

Logging page of the e-learning platform:

Country should be mandatory.

Spas will revise the "platform Key word" in order to be present in google search.

Spas will develop Guidelines for the eLearning course, in the Dashboard.

Participant evaluation:

The system will facilitate 14 questions in total for each module. The system will choose indiscriminately 5 questions. 3 attempt will be possible

Certificate

A certificate will be delivered to each participant automatically by the platform

CECE will provide the content of the certificate.

12 April 2016

Administrative and financial status:

DISSEMINATION

	CECE	STUCOM	ERIFO	ELAZIG	IT WORLD	GAUSDAL	SERENI	ISCAP
Activ.Dissem	x		X		X	X	X	X
Screen shoot	x		X		X	X		X
stakeholder	x		X	X	X	X	x	X
EVENT 1		X	X	X	X	X	x	X
EVENT 2	X							X

ADMINISTRATION

	CECE	STUCOM	ERIFO	ELAZIG	IT WORLD	GAUSDAL	SERENI	ISCAP
Timesheet	X	X		X	X	X		X
Contract	X	X?		X???	X?	X?		X
Payslip	X							x
Travel	X	X		X				
Bank transfer	X							x

WORKPLAN TO DO LIST

Output	Who	What	When
O3	All partners	Will do all modification in the ppp and the script	15 April 2016
O3	It world	Platform	30 April 2016
O3	All partners	Pilot 5 people of the committee of users	30 May
O3	All partners	Each partner will send to each unit lead partner the comments of the unit provided by the committee users. Each "unit lead partner" will consider the comments and send Spas the last unit version.	6 June
O3	It world	Revision of the `platform with the necessary changes	30 June
O3	It world	Pilot report	4 July
O2	Katarzyna Wanda Mazur	YouTube channel for book trailer dissemination	18 April
	All Partners	Dissemination activities documents update	15 July
	Gausdal	Dissemination activities documents update	30 June
	Sereni; Erifo	Send financial and administration documents of the first period.	29 April
	All Partners	Financial time sheet + payslip+ contract+ bank transfer (UPDATE)	15 July
	All partners	Skype meeting	6 June 15:00 CET
	All partners	Meeting evaluation form to fill in.	15 May

CECE express its gratitude for all the collaboration and friendship during the period of the project. The meeting was close with a toast.