

Meeting Minutes – Report

Date: 26th of September 2019

Venue: De Nayer Campus, Building G, Thomas More University

Url: https://crete2020.chania.teicrete.gr/?page_id=133

Participants:

1. Mrs Phaedra Degreef – CRETE Coordinator in TMMA, Belgium
2. Dr. Katerina Zourou – W2L, Greece
3. Dr. Evangelia Triantafyllou – AAU, Denmark
4. Dr. Nuno Escudeiro – IPP, Portugal
5. Mr. Ricardo Tavio – EVM, Spain
6. Dr. Andrzej Witowski – UW, Poland
7. Dr. Konstantinos Petridis – CRETE Coordinator HMU, Greece

Agenda of the Meeting: <https://crete2020.chania.teicrete.gr/wp-content/uploads/sites/43/2019/07/3rd-Progress-Meeting-of-Critical-Skills-for-Electronic-Engineers-of-2020.pdf>

Abstract

The main objectives of the 2nd Progress Meeting of the CRETE project were: (a) to review the progress regarding the development of the assigned modules to each partner; (b) to review the financial statements regarding the submission of the progress report on the 30th of October 2019 for the 1st period of the project (01/10/2018 – 30/09/2019); (c) to discuss the future dissemination actions; and (d) to plan the next meeting & Intensive Course in Porto during April 2020

Topics Discussed

1. The modules under development (T1)
2. The forthcoming progress report submission (T2)
3. Our Dissemination Actions (T3)

4. Planning our Next Meeting & Intensive Course in IPP, Porto (T4)

Decision Taken

- Regarding (T1):** The majority of the assigned modules are under development. For those that have not started yet, it was suggested their development to start immediately. One module, entitled An Introduction to Quantum Computing assigned to the UW, has been completed. All the modules have been generated as courses and should be uploaded into the Moodle Platform of the project (<http://147.95.134.96/moodle/?redirect=0>). The intellectual output material should also be sent to the coordinator (c.petridischania@gmail.com). The set deadline for all the modules to be ready and according to the submitted proposal is on the **30th of April 2020**. On that date the offline and online material should be ready. **The offline material was suggested to be ready by the end of February 2020. It will be ideal to have all the modules ready plus the audio or video format by the beginning of School in IPP (20-24th of April 2020).** The authors of the modules should use the module's template can be found in the website (online document store) and it's up to them to enrich the static transparencies with audio or video format of their choice. It was suggested that each lecture to be split into five minutes intervals with assessment questions between these intervals. This will facilitate the students to understand deeper the material and also follow each video or audio lecture. Regarding **potential risks** to fail on this task, (a) Dr. Petridis notified the partners that one of his colleagues seems to have lost all the set deadlines; in case he will not have delivered by the set deadline of the 30th of September 2019 he will be replaced; and (b) Mrs. Phaedra Degreeff informed the consortium that the modules assigned to the TMMA have been allocated to colleagues of TMMA and are under development. By the next meeting, the partners should have thought how to exploit the modules under development – e.g. UW and HMU are working on using the module 'Graphene & 2D Material and Application' as a joint module on the frame of their undergraduate curricula. A report by partners should be composed how do they will exploit the generated material and be submitted to the coordinator by the 30/03/2020. Specific attention should be given to the use of pictures, images from the web or other publications. Reference of the sources should be given in all times. The coordinator informed the partners that the modules will be uploaded into the Moodle and access to the material should be given only after communication

with him. The status of this task will be checked **in a Skype meeting between the partners in one month time (31st of October 2019)**

2. **Regarding (T2):** The partners discussed the open issues regarding the 1st financial report (01/10/2018 – 30/04/2019). The issues with TMMA and IPP were presented and both of the partners promised to have send all the missing documents by the end of next week. Regarding the requested documents for the period 01/05/2019 – 30/09/2019, the partners asked for an extension until the 15th of October 2019, that was granted by the coordinator.
3. **Regarding (T3):** The dissemination actions of the project should be disseminated, particular among our stakeholders: students and academics particular now that the modules have started to be realised. Moreover the following actions should be taken: (a) Launch of the next newsletter (HMU & EVM); (b) Design and launch of the project's leaflet (HMU); (c) Production of pens & pencils, notebooks with the logo of the project (HMU). All these materials should be ready by the end of November 2019. However the links on the partner's websites and links in their International Relationship offices should exist and be generated immediately. The missing links report to IPP, UW, TMMA. Two multiplier events will take place until the end of the project's lifetime: one in March in TMMA on the frame of the International Days the TMMA implements the last ten years. The second one will take place in HMU, in Chania at the end of May (25th – 29th of May 2020). Guidelines of the documents should be kept regarding these two events were provided by the coordinator (e.g. the table with the data should be requested by the participants)
4. **Regarding (T4):** The next progress meeting will take place in Porto on the 24th of April (Friday) and after the termination of the 2nd Intensive Program. The latter and after the analysis of the evaluation the 1st IC received, will contain lecture sessions but also workshops for the students to practice what have learned during the morning. Each day will be devoted in one theme only and each day will be divided into parts: (a) Theoretical one – during which the expert will provide the fundamentals of the field; and (b) Workshop part where the students divided into teams will work on topics the experts will place them (e.g. Scientific Writing workshop or building your company in one day workshop). The students' teams will be shaped based on (a) different nationality; and (b) complementary personalities. The 16 personalities test will be asked from students to be done prior to their arrival to Porto. Dr. Triantafyllou and Dr. Petridis will be responsible for the students' grouping. Up to six teams will be created. The local hosts should create a group of volunteer

students that will be in contact with the participant students prior to their arrival to provide useful information e.g. how to travel to the campus from the city center or where to reserve accommodation to be close by the campus or what places to visit beyond lecture time. The school in Porto will contain a lot of pre-actions for the students prior to their arrival. These are:

- Different national groups will be called to write a report what do they think about the other national groups before they will meet them. During the ice-breaking game students randomly selected will say what do they believe for the other nationalities e.g. a Greek should say what are the characteristics he or she thinks the Portuguese, the Belgians, the Polish and the Danish have. During the last day and before the Journal Club presentations again randomly selected students will tell us if their ideas and perceptions for other nationalities are still the same
- The implementation of the 16 personalities test, to identify their personalities. This will help us to staff each group
- Each student should write his or her resume and after the attention of the respective workshop will make the necessary modifications

The CRETE team also prepared the Intensive Course lecture & workshop plan that is depicted below:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
Arrival of the Participants	0915 - 1000 Ice Breaking Activity /Cultural Stereotype Game (Coordinated by N. Escudeiro & K. Petridis)	<i>An Introduction to Robotics (IPP or AAU Personnel)</i>	Graphene & 2D Materials: From Physics to Applications (K. Petridis & A. Babinski)	Principles of Entrepreneurship (R. Tavio, EVM)	Cultural Stereotype Game – How the initial impressions have shaped	
Reception for Students & Teachers & Group Meeting @ 1800 hrs in IPP Campus	1000 - 1045 <i>PBL and Conflict Management (E. Triantafyllou, AAU)</i>			Principles of Project Management Skills (R. Tavio, EVM)	Students' Teams Presentation of 1st Days Knowledge & Impressions – 10 minutes per team	Journal Club Presentations – 15 minutes per team
	1045 - 1115	Coffee Break / Break				
	1115 - 1200 <i>Oral Presentation Skills (K. Petridis, HMU)</i>	<i>An Introduction to Artificial Intelligence (IPP Personnel)</i>	5G Communications & Big Data (HMU & EVM Staff)			
	1200 - 1245 <i>Scientific Writing Skills (K. Zourou, W2L)</i>		Students' Self Study for the Journal Club Action			
	1245 - 1330 <i>How to read a journal paper (K. Petridis, HMU)</i>	<i>Students' Teams Presentation of 1st Days Knowledge & Impressions – 10 minutes per team</i>	<i>Students' Teams Presentation of 1st Days Knowledge & Impressions – 10 minutes per team</i>			
	1330 - 1500	Lunch Break				
	Workshop Sessions – Students will be called under the supervision of a CRETE Academic to work as teams					
	1500 - 1630	Writing Skills Workshop (K. Zourou, W2L)	Visiting IPP Research Labs related to Robotics & AI (IPP Staff)	IoT Workshop (P. Degreef, TMMA)	Lean start up Workshop (EVM)	Exams
1630 - 1645	Break					
1645 - 1800	How to select & read a journal paper (K. Petridis & E. Triantafyllou)	Workshop on AI (IPP Staff)	Self – Study Session for Journal Club Presentation	Lean start up Workshop (EVM)	Barbeque in IPP Campus & Certificate Ceremony	

Action & Responsibility and Deadlines Table

Action	Responsible	Deadline
Submit your financial statements (01/05/2019 – 30/09/2019)	All the partners – local coordinators	15/10/2019
IPP and TMMA respond to the issues have been arose and have been informed regarding the 1 st financial report	Nuno Escudeiro & Phaedra Degreeef	05/10/2019
Submission of the Progress Report	Konstantinos Petridis	30/10/2019
Start the development of modules asap	All the partners	Skype Meeting on the 30 th of October 2019 to report the progress in comparison to 30/09/2019
Dissemination Material Design and Purchasing 200 items	Konstantinos Petridis	30/03/2020
CRETE Leaflet – printed & electronic format	Konstantinos Petridis	30/11/2020
2 nd News Letter	Ricardo Tavio & Konstantinos Petridis	30/10/2019
Creation of main website link to your webpage & International Relationship office	Nuno Escudeiro / Andrej Twardowski / Phaedra Degreeef	15/10/2019
Creation of the Poster for the IPP School	Konstantinos Petridis	30/10/2019
Guidelines for the International Days taking place in TMMA	Phaedra Degreeef	30/01/2020
Creation of the Volunteer Student Team for the IC in Porto	Nuno Escudeiro	15/03/2020
Register Students to the IPP School	HMU/UW/TMMA/IPP/AAU	15/03/2020
Offline Modules Completion	All the Partners	30/03/2020

Formulation of the Students' Groups for the Porto IC	Konstantinos Petridis & Eva Triantafyllou	15/04/2020
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