

Meeting Minutes – Report

Date: 5th of April 2019

Venue: Aalborg University, Copenhagen, Denmark

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

Participants:

1. Mrs Phaedra Degreef – 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. Adam Babinski –UW, Poland
7. Dr. Evangelos Kokkinos – HMU, Greece
8. Dr. Ricardo Almeida – IPP, Portugal
9. Dr. Konstantinos Petridis – CRETE Coordinator HMU, Greece

Agenda of the Meeting: shorturl.at/jquJM

Abstract

The main objectives of the kick - off Meeting of the CRETE project were: (a) to review the implemented LLT (C1); (b) to review the development of assigned modules; (c) to review the progress of the Website & Moodle; (d) to plan the next meeting & LLT;

Topics Discussed

1. Feedback Received From participants regarding the LTT: Feedback & Actions to take (T1)
2. Management issues: Costs Statements & Financial Management Manual (T2)
3. Review of the Assigned Modules (T3)
4. Dissemination Actions, Dissemination Actions & Q/A Actions (T4)
5. Planning our Next Meeting (T5)

Decision Taken

1. Regarding (T1):

- a. The coordinator immediately after the end of the first LTT discussed with the students what did they like and what they did not like from this school. The students expressed a general satisfaction but also provided a constructive criticism of few issues: (a) Limited Interaction during the lecture sessions with some of the lecturers; (b) Limited Interaction with the local students of the Aalborg University; (c) Limited Interaction with the other students; (d) Limited impact of some topics to them (e.g. PBL Principles or Open Science Talk); and (e) the students prefer more workshops than static lectures especially for the soft skills development. **The coordinator discussed these issues with the partners and have decided the following actions:** (1) to adopt for the next LLT a blending teaching approach: setting up prior to the school some reading sessions (e.g. construct your CV or place videos for how to write a paper or make presentations) and cultural activities (e.g. what is your opinion about the Greeks or the Portuguese or the Danish); (2) organize two workshops during the next LLT: one in how to build a company in a day (headed by EVM), another one in how to apply AI principles to deal with a real life problem; (3) the introduction of a journal club action where a problem will be set in a group of students prior to the school and by the end of the school the students will be called to present how they have approach it (application of the PBL principles). The next school will take place in Porto and hosted by the IPP. The event will take place from the **20th to the 24th of April 2020**. On the 25th we will have the exams and students' presentations. All the lectures should be kept in an introduction level and the school will refer mainly for undergraduate students
- b. All the students should have been registered for the next LLT at least 15 days prior to the school

2. Regarding (T2):

- a. The coordinator discussed with the partners the way to complete the requested timesheets and that the deadline to submit them is **by the end of April** (October 2018 – April 2019)

- b. The next cost statement will be requested for the period by the end of April for the period of (May 2019 – September 2019) to support the submitted progress report to the funding Agency (by the 15th of November 2019). The report and all the supporting document should be with the coordinator **by the end of September 2019**
- c. The next progress meeting will take place on the **26th of September 2019** in Den Nayer, Belgium and hosted by Thomas More University
- d. The progress report will be submitted to the funding Agency **by the 15th of November 2019**

3. Regarding (T3):

- a. All the partners have allocated their assigned modules to respective academic staff of their Institutions. A slight delay on this task has been observed in the case of TMMA. The CRETE coordinator in this partner reassured the rest of the partners that this issue will be solved really soon
- b. The courses delivered during the LLTs will be split into two categories (a) subject oriented (hard skills courses) and (b) non subject oriented (soft skills courses). The consortium believes that this will help the students to realise better why respective lectures are given
- c. **W2L** have implemented the assessment of the completed LTT and will execute another one for the C1 participants after six months (**September 2019**). This will assist consortium to realise the impact of the school in building new knowledge for the participants
- d. The modules authors should incorporate the **creative common copyright policy**. This should be stated onto their transparencies and in order to be able to cite figures from journal publications within their lecture transparencies. A new template will be placed into the website where a statement that declares the use of the creative common copyright policy will be appeared
- e. By the end of the project, the partners should submit a report how the developed modules will be exploited by them and how these modules will be integrated within their undergraduate or postgraduate curricula
- f. The volume of the material, the partners should prepare along their modules should take into account that two hours of teaching in the classroom, corresponds to less time teaching

the same material online. So the partners have agreed that **for 90 minutes lecture time, should prepare audio casting lecture notes for 40 – 50 minutes.**

- g. The coordinator will create a CRETE project's channel in YouTube where the lectures can be uploaded. The link will be placed on Moodle (that demonstrates limited and controlled space regarding the uploaded files)

4. **Regarding (T4):** Regarding the dissemination and Q/A actions the following decisions have been taken: (a) All the partners should send to the coordinator the links back to their Institution that their participation in the CRETE project appears (**by the end of May 2019**); (b) The coordinator showed to the participants where all the dissemination material (poster, banner) have been uploaded; (c) The coordinator has asked from the partners to share with him the contact information of stakeholders back to their countries & Institutions that may be interested in the project (**by the end of May 2019**); and (d) the 1st newsletter will be ready by the end of May 2019 (HMU will be responsible). Regarding now the Q/A actions three reports are expected to be released: (a) The assessment report regarding the 1st LTT (the school in AAU); (b) An assessment report for how the students have exploited the acquired knowledge six months after the school terminated; and (c) An assessment for the project management. All the reports should be available and visible in the project's website **by the end of September 2019**

5. **Regarding (T5):** The next meeting will take place in Thomas More University in De Nayer Campus on the 26th of September 2019. The main objectives will be:

 - a. The modules development status – Problems to be discussed and to be tackled
 - b. The Moodle Platform status / Website Status / Facebook & YouTube
 - c. The Planning of the next LTT in Porto – Construct the Lecture Program
 - d. The Progress Report

Action & Responsibility and Deadlines Table

Action	Responsible	Deadline
Next Progress Meeting	All the partners – Phaedra Degreeef TMMA	26 th of September 2019
Next LTT	Dr. Escudeiro (IPP)	20 th – 24 th of April 2020
Registration of the students for the next LTT	All the partners – Dr. Petridis (HMU)	30/03/2020
Evaluation Report for the 1 st LTT	Dr. Zourou (HMU)	30/04/2019
Links to disseminate the project back to the partner's Institutions	Dr. Petridis (HMU)	30/05/2019
Release of the 1 st E-Letter	Dr. Petridis (HMU)	30/05/2019
Submission of the 2 nd Cost Statement	Dr. Petridis (HMU)	30/09/2019
Submission of the Progress Report	Dr. Petridis (HMU)	15 th of November 2019