

Meeting Minutes – Report

Date: 27th of March 2020

Venue: Zoom, hosted by Dr Konstantinos Petridis

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

Participants:

1. Dr. Katerina Zourou – W2L, Greece
2. Dr. Evangelia Triantafyllou – AAU, Denmark
3. Dr. Nuno Escudeiro – IPP, Portugal
4. Mr. Ricardo Tavio – EVM, Spain
5. Dr. Adam Babinski – UW, Poland
6. Dr. Konstantinos Petridis – CRETE Coordinator HMU, Greece

We had no participants from TMMA (P. Degreeef and P. Pelgrims)

Agenda of the Meeting:

Abstract

The main objectives of the Zoom 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 impact of the coronavirus into the project and the new opportunities are coming up for the projects' exploitation and dissemination; (c) to discuss the future dissemination actions; and (d) to plan the next meeting

Topics Discussed

1. The evaluation of situation regarding the School in Porto and hosted by IPP (**T1**)
2. The new opportunities arise for the project because of this situation (**T2**)
3. The evaluation of situation regarding the two Multiplier Events to take place (**T3**)
4. The evaluation of the modules' progress (**T4**)
5. Dissemination Actions (**T5**)
6. Planning our Next Meeting (**T6**)

Decision Taken

1. Regarding (T1):

The School in Porto initially was planned to take place from the 20th to the 24th of April. Due to coronavirus the School has been postponed for health reasons and on accordance to the National decisions the involved states have been taken. After Doodle voting the consortium has decided the new date for the School in IPP and for the time being is from the **7th to the 11th of September 2020**. **The situation will be evaluated at the end of July**. The consortium as a plan B suggested (and in case the extension of the project for at least six months will be granted) an alternative will be at the **beginning of November 2020**

2. Regarding (T2):

The consortium discussed also how the current situation can work on favour of the (a) project (dissemination, exploitation of the material has been developed); (b) the student & Academic ecosystem in the partners. A lot of ideas were discussed and the following suggestions will be attempted to implement:

- a. **EVM** will contribute with two lectures (**Entrepreneurship and Decision Making**) on the frame of the **HMU online module 'Soft & Research Skills Development'**
- b. **The students following the HMU online course** will be registered also **to follow the completed by the W2L modules**. At the end will be asked to evaluate these modules as well
- c. The **coordinator with EVM, IPP and AAU will discuss to plan a webinar for the online teaching & learning** for any interesting stakeholder. The webinar will be offered through the CRETE Moodle Platform. If this principle will work then and the other topics of CRETE project will be delivered in a similar way e.g. the Graphene & 2D Materials and Applications Module from HMU and UoW

3. Regarding (T3)

Two multiplier events were planned along 2020: (a) one by TMMA along March 2020 and (b) a second one by HMU on May 2020. The 1st one has been cancelled whereas the 2nd one seems that will be cancelled as well because of the coronavirus. The face to face events will take place when the

circumstances will permit it. The consortium discussed the idea to **plan virtual multiplier events**. This scenario will be checked by the coordinator and the Greek NA if it is possible.

4. Regarding (T4):

All of the assigned modules (**deliverables O1, O2 and O4**) are under development. Only the modules from W2L have completed. The majority of the modules have completed their offline form and the audio or the video recording remains. The set deadline for the **30th of April remains for all the modules** to have developed and according to the standards have been set (please check also the coordinator's presentation). The format for the **Moodle should be this one of W2L**: (a) The lecture notes; (b) the quizzes per lecture; (c) the assignments should be in **different, identifiable folders** !! All the authors also should suggest an **external evaluator** to whom a questionnaire will be sent to assess the module's material and provide to us his or her suggestions. 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.

Regarding the **outcome O3** has been completed by the EVM & W2L and **the teaching guide for the soft skills development is available** to any stakeholder through the project's website. **Deliverables O5 and O6** are developing and according to the submitted plan. The coordinator and for the harmonization of the modules' appearance on the platform will intervene and make some modifications. The modules also will be divided into the different categories they belong, hard, soft and teaching skills, than to be all together and mixed as are now. The evaluation questionnaires regarding the assessment of the modules from their stakeholders are under development. More particular:

- a. The **evaluation questionnaire students** will use to evaluate the modules of CRETE has been prepared by EVM and AAU
- b. The **evaluation questionnaire academics** will use to evaluate the modules of CRETE will be prepared by HMU and AAU following a similar format with the 1st questionnaire
- c. The **evaluation questionnaire enterprises** will use to evaluate the modules of CRETE will be prepared by HMU and EVM following the similar formats with the other questionnaires

The questionnaires should be ready **by the end of April 2020**

5. Regarding (T5)

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 & EVM**); (c) Production of pens & pencils, notebooks with the logo of the project (**HMU**). All these materials should be ready **by the end of September 2020**. 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.**)

6. Regarding (T6)

The next progress meeting will take place in **Zoom again on the 30th of April. The topics will be the following:**

- The modules completion level
- The evaluation questionnaires completion level
- The dissemination completed actions
- Next steps

Action & Responsibility and Deadlines Table

Action	Responsible	Deadline
Contribution to the HMU online Module as a dissemination action	HMU, EVM, IPP, W2L and AAU	30/04/2020
Organization of a Webinar in Online Teaching & Tools	HMU, EVM and AAU	30/04/2020
Completion of the Modules	All the partners	30/04/2020
Evaluation Questionnaires	W2L, EVM, HMU and AAU	30/04/2020
2 nd News Letter & Leaflet	HMU and EVM	30/04/2020
Creation of main website link to your webpage & International Relationship office	Nuno Escudeiro / Andrej Twardowski / Phaedra Degreef	15/04/2020
Next Meeting	Konstantinos Petridis	Zoom at 30/04/2020