



Project: Project OPALESCE n° 2014-I-PT01-KA204-001044

Document: Project Minute – kick-off meeting

Reference: OPALESCE-2015/01

Date: 26th and 27th February 2015

Participants:

Name	Country	Organization
Athos Charalambides	Cyprus	A and A Emphasys Interactive Solutions Ltd
Helen Charalambides	Cyprus	A and A Emphasys Interactive Solutions Ltd
Yannis Papagerasimou	Greece	National Centre for Scientific Research “Demokritos”
Matthias Teine	Germany	Ingenious knowledge GmbH
Rasmus Pechuel	Germany	University Paderborn
Giselle Janeiro	Portugal	RUTIS
Luís Jacob	Portugal	RUTIS
Dulce Mota	Portugal	RUTIS

First day of the meeting, 26th February

Each partner introduced themselves, as well as the organization they represent, by showing a small presentation, which made it possible to create a more informal environment and a more comfortable spirit amongst all. You may find the presentations in the project website www.opalesce.eduproject.eu.

RUTIS invited a representative of the Portuguese National Agency, Rui Gato, that was nominated the person in charge of OPALESCE project. It was a great opportunity for all partners to clarify aspects related to the project and the projects budget as well as other important aspects related to the project.



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Second day of the meeting, 27th February

We continued our meeting with the discussion of the evaluation to be performed during the project lifetime. Matthias Teine presented us the evaluation model and explained how would it work and how will it be implemented.

Important:

- A working- plan will be sent by the coordinator every month.
- Partners should report, monthly, the tasks they have performed.
- The coordinator will check the budget and working days and compare it with the planned schedule in a quarterly period.
- In the middle of the project' duration an Interims Report will be written.
- The project management will be evaluated during the project meetings using a weather report.
- After the completion of each Intellectual Output, these will be evaluated.
- Every partner has to write minutes of each partner meeting.
- Documentation of the different implementation processes. The results of the evaluation will be comprised in an evaluation reports written by the University of Paderborn.

The Project Management Tool (PROM) was presented by Rasmu Perchuel and it is a tool that was created by Ingenious Knowledge and has the purpose to facilitate the management of the project regarding budget, working days, etc.

With the acceptance of all partners, we will be using this tool in our project so all partners will have access to it. All credentials will be sent to the partners by Matthias Teine.

Since the project started with some delay, there was the necessity of reorganizing the work plan, which was presented by Rasmus Perchuel, discussed and approved by all partners.



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Tasks to be performed until the next meeting:

- Have access to the project website and translate to each partner language.
- Have access to the PROM tool and fill in the working days and the staff.
- Beginning of the "Interactive Task System " (O1-A1) and the "Learning Concept Design" (O1-A2)

Almeirim, 13th March, 2015



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