

Minutes of the second OPALESCE partner-meeting

15th – 17th July, 2015 in Athens.

General Information

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This document aims to provide its readers with impressions about the second partner-meeting that took place from the 15th to 17th July 2015 in the offices of the Greek partners from the National Centre for Scientific Research.

Participants of the Meeting

Name	Organisation	Country
Athos Charalambides	A&A Emphasys Interactive Solutions Ltd.	Cyprus
Helen Charalambides	A&A Emphasys Interactive Solutions Ltd.	Cyprus
Yannis Papagerismou	National Centre for Scientific Research “Demokritos”	Greece
Athanasios Drigas	National Centre for Scientific Research “Demokritos”	Greece
Lefteris Koukianakis	National Centre for Scientific Research “Demokritos”	Greece
Matthias Teine	University Paderborn	Germany
Rasmus Pechuel	Ingenious Knowledge GmbH	Germany
Giselle Janeiro	RUTIS	Portugal
Luís Jacob	RUTIS	Portugal

Reports

The following paragraphs shall provide an overview about the different topics that have been discussed at the second partner-meeting, and the outcomes and results of these fruitful discussions as well.

First day, 16th July

Micro Units:

The meeting began with a “Vision” from Rasmus Pechuel in which he transferred, as he called it, the “Professor-speech” of the Learning Concept Design & Interactive Task System” into practical illustrations so that the matter becomes more clear to the partners. With some illustrations he explained the Micro Unit structure and their idea, the different Elements that can be used to build a Micro Unit, and their Learning Support Functions as well. He answered many questions and abolished some misunderstandings.

Since some partners had the task to create Micro Units until the meeting, Athos Charalambides, from Emphasys Interactive Solutions, shared with the partners his Micro Unit and explained his creation process. Together we discussed the steps and methods used so that all Micro Units would meet the target group’s needs. The discussion was very fruitful and really brought the conceptualization processes steps forward.

Handbook:

As the creation of the Handbook for future learning resource creators is the main task to do following to the meeting, the partners decided to have a talk about its content and structure. Therefore, it was decided to use the document of the Learning Concept Design & Interactive Task System, that was circulated by Matthias Teine from the University of Paderborn earlier, will be a good basis for this handbook. The discussions led to the conclusion that the Handbook should be less theoretical, more practically and hands-on oriented and that a page-maximum of 25 pages should be targeted. The Handbook will comprise particularly those information that really are necessary for the creation of a high-quality Micro Unit and will refer to other documents when necessary or if more detailed information could be helpful for the readers.

Besides this general discussions it was also decided that the partners will provide the partners from Paderborn with suggestions of content elements that can be taken from the Learning Concept Design & Interactive Task System and transferred/ adapted to the Handbook. An overview with a suggested structure and dates for the creation were addressed as well.

PROM Tool:

The PROM Tool is a web-based tool programmed and hosted by Rasmus Pechuel from Ingenious Knowledge. It helps to facilitate the project management and to create the reports needed for the project. There it provides different templates for, e.g., Timesheets and Travel Cost Records that can be managed on a partner- and an overall-project-layer. Thus, the partners can create the documents that are needed easily and the coordinator has an overview at every time of the project. Rasmus Pechuel explained the different functions in detail and it was agreed that the different generated documents needs to be sent to the project coordinator previously to the interims report.

Second day, 17th July

Dissemination:

After having a short talk about the dissemination on the first day, the second day started with the idea to create a rough plan of how dissemination will take place and how the different partners can contribute. Thereby, it was distinguished between dissemination that focusses on the concept and goal of the project, and those activities that focus on the products. Regarding the least mentioned ones, activities will be intensified in the upcoming year.

However, to disseminate the concept and goal of the project it is planned to have scientific publications to address the researcher-/ scientific-community. Additionally, publications on local newspapers are planned and the project will be presented on seminars and workshops, and international conferences like the E-Learn as well.

To disseminate the products it is planned to harness the partner's contacts to different media like TV and Radio. Furthermore, seminars might be held and a YouTube channel that focuses on the idea to teach future resource creators, might be created as well.

Until the end of August 2015, Ingenious Knowledge will design a poster and a leaflet and RUTIS will provide the content. Furthermore, the partner will translate the projects website into their national languages and all needed information will be uploaded.

Online Portal:

As outlined in the projects application, the Distance Learning System can be accessed either by web-browsers or by the mobile application. Within the web-based version it is not possible to use the Micro Units. They are optimized for the mobile App respectively touchscreen-devices. The systems will communicate via interfaces and share the same databases.

During the meeting a brainstorming-session was held and it was decided that the following functions are provided by the web-based version: Search, Filter (language, category, author etc.), statistics (internal), Help/ FAQ/ Question form, Information pages (about us, etc.), ratings, suggestion lists (by the users to show the need for Micro Units related to certain topics).

Management issues:

As a closure of the project meeting, general management issues were addressed and discussed. Here, it was decided to install some measures and procedures to make the collaboration easier and even better. These measures are:

- All important documents related to the project will be uploaded to the cloud (tasks,
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time frame, meeting minutes, etc.).

- At the beginning of every month the coordinator will send an e-mail with the tasks that should be performed by all partners during the current month.
 - In the end of each month the coordinator will send an e-mail with a small report of tasks for each partner to fill in.
 - Skype meetings will be organized (one meeting every second month and more if needed).
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Closure

Summarized it can be said that the meeting was highly fruitful and valuable for the project consortium but the project itself and its progress as well. Several issues related to the Intellectual Outputs, the Dissemination, and the Project Management seem to be way more clear now. The partners are talking the same language and they all were keen to go forward and to create high quality outcomes.

Following to the meeting the partners will be provided with a detailed work-plan so that the next project-phase can be carried out successfully.

We are looking forward to go on with a great project and partners that are willing to bring in extra effort.