

## Minutes of the Fourth OPALESCE partner-meeting

23<sup>rd</sup> – 24<sup>th</sup> January, 2017 in Nicosia, Cyprus.

### General Information

<b>Project:</b>	Project OPALESCE nº 2014-I-PT01-KA204-001044
<b>Document:</b>	Project Minute – Meeting in Nicosia
<b>Reference:</b>	OPALESCE-2017/04
<b>Date:</b>	6 <sup>th</sup> February 2017

This document aims to provide its readers with impressions about the fourth partner-meeting that took place from the 23<sup>rd</sup> to 24<sup>th</sup> January 2017 in the Emphasys Centre.

### Participants of the Meeting

Name	Organisation	Country
Athos Charalambides	A&A Emphasys Interactive Solutions Ltd.	Cyprus
Irene Papalazarou	A&A Emphasys Interactive Solutions Ltd.	Cyprus
Yannis Papagerismou	National Centre for Scientific Research “Demokritos”	Greece
Frederike Anna Rüscher	University Paderborn	Germany
Marc Beutner	University Paderborn	Germany
Rasmus Pechuel	Ingenious Knowledge GmbH	Germany
Nils Dorando	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 fourth partner-meeting, and the outcomes and results of these fruitful discussions as well.

#### First day, 23<sup>rd</sup>

**Current project status:**

---

Giselle Janeiro started the meeting by updating the partners on the current status of the project.

Activities realized by all partners between January 2016 and January 2017: There are three activities still pending, those are O1-A3 – expert evaluation, O1-A4 – Technical part of the Handbook and O1-A5 – Translations (of the technical part). Although there is a delay in the conclusion of these outcomes, during the following months they will be finished.

Activities to be performed during the following months:

Micro Units design:

- By the end of February each partner should provide at least two micro units
- By the end of April each partner will provide another three micro units
- By the end of June each partner will provide a suit

Usability test and evaluation:

- Testing the App and micro units with seniors in Portugal during the first two weeks of March
- Testing the App and micro units with seniors in Cyprus during March and April
- Testing the App and micro units in Germany during April, May and June
- After testing each partner should elaborate a report

---

### **Online Portal and App:**

The National Centre for Scientific Research “Demokritos” was responsible for the design of the OPALESCE User Interface and Yannis Papagerismou presented the changes and noted alterations that need to be done.

The App-prototype was a responsibility of Ingenious Knowledge GmbH and Nils Dorando had the opportunity to show how it works on a mobile phone as well as show the aesthetic of all screens. It was also shown the possibility of the App to run on tablets.

### **Micro Units:**

Marc Beutner from the University of Paderborn presented examples of Micro Units.

After the discussion about the methods to create the Micro Units, partners have now a much clear idea in how to create them using the Online Portal as well as have an idea of how the Micro unit will be displayed on the App.

Partners have now all the tools to create high quality OPALESCE Micro Units.

## Second day, 24<sup>th</sup> January

---

### **Management:**

*To keep the work on track, the following tasks will be undertaken:*

Timesheets and travel cost will be updated on the PROM tool,  
Information of official website of the project and on each partner's institution website will be refreshed, and  
Skype-meetings with all partners will take place on a monthly base.

---

### **Dissemination:**

Partners need to improve their activities of dissemination. Although partners have articles published the number has not reached the one stated on the application. For that reason partners agreed that now, that we have the Online Portal and the App almost finish, we are ready to write much complete articles as well as disseminate the OPALESCE project in seminars and congresses.

Channels for dissemination:

- Newspapers, local and national
  - Scientific journals
  - Radio Stations
  - Seminars and Congresses
  - Events with seniors as target groups
- 

## **Closure**

We can say that this fourth meeting was very fruitful and important in order to get back into schedule. All issues were discussed and clarified and all tasks to be performed in the following months were very clear.

The communication in this consortium is very good and we have all the tools to have a high quality project.

## Agreed Time schedule for the last part of the project

Micro-Unit Design	Date
UPB will provide five MUs until end of February.	February 2017
All other partners will provide at least two MUs until the end of February.	February 2017
Every partner will create three additional MUs until the end of April.	April 2017
Every partner will create at least one suite with at least three additional MUs until the end of June.	June 2017
Student / external authors MU design	April/May/June 2017

Testing	Date
Testing Version of the APP - IK	28.02.2017
Testing RUTIS seniors	First two weeks of March 2017
Testing Report RUTIS	Middle of March 2017
Testing Cyprus seniors	March/April 2017
Testing Report Cyprus	April 2017
Testing UPB students	April/May/June 2017
Testing Report UPB	June 2017
Upload of APP to the APP store - IK	End of March / Beginning of April

Usability Test and Evaluation	Date
Provide Online Usability test.	End February 2017
Provide Online Questionnaire.	End February 2017
Fill in Online Usability test and Questionnaire by seniors RUTIS	Middle of March 2017
Fill in Online Usability test and Questionnaire by seniors EMPHASYS	April/May 2017
Fill in Online Usability test and Questionnaire by teacher students UPB	April/May/June 2017

Task articles	Date
Sykpe Meeting IK, RUTIS, EMPHASYS	24.02.2017
Each partner will write a least 1 additional article (newspapers, scientific journals, online portals, magazines of trade unions, magazines for seniors...)	March 2017
Each partner will write a least 1 additional article (newspapers, scientific journals, online portals, magazines of trade unions, magazines for seniors...)	May 2017
Each partner will write a least 1 additional article (newspapers, scientific journals, online portals, magazines of trade unions, magazines for seniors...)	August 2017

Task radio and fair dissemination	Date
RUTIS will provide a radio broadcasting about OPALESCE	May 2017
Emphasys will provide information about OPALESCE at a educational fair	17th-19th February 2017
UPB will provide information about OPALESCE to future vocational teachers / teacher students	May 2017

Direct contact / newsletter dissemination	Date
Addressing Seniors directly by RUTIS	April/May 2017
First direct contact to authors by every partner – creating a list	April 2017
Newsletter to ministries and chambers by every partner	May 2017
Direct contacts to authors by every partner	May 2017