

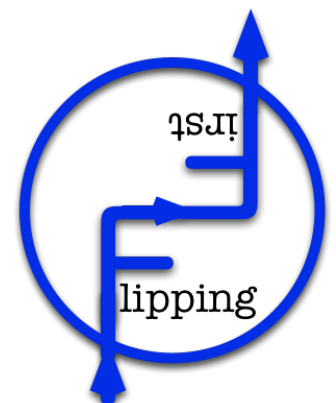
**KA2 VET ERASMUS+ Partnership
(2016-1-ES01-KA202-025410)**

FLIPPING FIRST PROJECT

**MINUTES
of
2nd Project Meeting, Rzeszow, Poland
June 8th – 9th 2017**

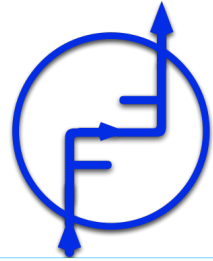


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People attending the meeting

From JAITEK Tecnología y Formación SL, Spain:

Mariano Sanz Prieto
Saturio Rodríguez Fernández

From INNEO - Studio Twórczego Rozwoju, Poland:

Michał Ceglinski
Karolina Budzik

From Stichting Kenniscentrum PRO WORK, The Netherlands:

Theo Grefkens
Manon Braber

From SZÁMALK-Szalézi Szakközépiskola, Hungary :

Krisztina Juhász
Roberta Faltis

From ARTEVELDEHOGESCHOOL, Belgium:

Lut De Jaegher

From Exponential Training & Assessment Limited, UK :

John Moore

Minutes of the meeting

The meeting started with the welcome of Michał Ceglinski from INNEO, who made a presentation about Rzeszów area and Poland, and explained also all the logistics details for the meeting.

After that, we started with the Overall Project Status. We revised the status of all the intellectual outputs, before going into detail with them, and also all the other tasks that should be done. Together with a review of all the figures of the project that should be achieved.

Then we review the final version of the “Project Management Document” where all the plans concerning the project mentioned in the following table are compiled, apart from the exploitation plan, which will be done at the end of the project.



#	Task	Timeline	Status	Comments
1	Project Management	All the project	Ongoing	general ongoing management of the project
2	Exploitation Plan (SZAMALK)	April-June 18		Report to be prepared at the end of the project
3	Dissemination and Evaluation Plan (PRO WORK)	February 17	DONE	Report about how the project will be evaluated and disseminated
4	Technological Plan (JAITEK)	March 17	DONE	Report about technology to be used in the project
5	Communication (AHS)	March 17	DONE	Report about the communication tools to be used in the project
6	Social Networks (ETA)	March 17	DONE	Report about how social networks will be used in the project
7	Risk Management (INNEO)	March 17	DONE	Report about how the project will deal with risks that might appear
8	Quality Assurance (INNEO)	March 17	DONE	Report about how the project will assure a certain quality level

After that, we revised the structure of the Learning Platform, and how resources will be included, and the way each country will have their own category (folder) in the platform, where all the teachers might use all the resources created in the project. Also the social features of the Mahara platform was revised, and decided to have create resources on how to use it also for evaluation, so that teachers using the Flipping First Environment might at least considered it, as all the partners considered evaluation change a very important issue in order to really change the methodology in the classroom.

Action: All the partners should revise they have the data for all the needed persons to be able to enter both platforms, and send Jaitek the list with Name, Surname and email of all the added users they need to create in the environment



We then revise the templates for Reports and also for the creation the videos. All partners agreed they were fine, and they will be available in the project owncloud.

Action: All the partners should revise they have access to them and be sure they use them for documents and video creation

Then, we revised the reporting needs, and the templates created by Jaitek to report dedication in the Intellectual Outputs. It is important that the names of the files are not changed or then the summary file will not work. Besides that, all the partners should prepare personnel contracts and evidences of travelling (boarding passes, hotels, ...)

Action: All the partners should send the dedication timesheets to the coordinator, together with contracts and travel evidences.

After Lunch we started to revise more in detail the Intellectual Outputs, specially 2 and 3, as those were the only IOs approved.

#	Intellectual Outputs (responsible)	Status	Comments
1	IO1. Flipping Framework Design (AHS)	DONE	This IO is not funded. It has been included as the first section in the Handbook. It was decided maybe to create another infography with more marketing focus, in the final update of the Handbook.
2	IO2. Flipclass Handbook (ETA)	DONE	A revision of the final version was done, it was decided to make some minor changes: <ul style="list-style-type: none"> ■ Reduce the text in the platform text ■ Move the installation part as an appendix ■ Revise Section 2.2
3	IO3. Flipclass Resources (JAITEK)	Ongoing	We revise some of the resources already available in the 3 areas: <ul style="list-style-type: none"> ■ Teacher Training ■ Entrepreneurship ■ Tourism They should include the intro and out small movies created and all of them should include the project logo during all video in the top-left corner of the screen. All the other logos are included in the in and out movies, together with the disclaimer. All the files related with the process of resources creation will be included in a server or service where they can be access using a url or link. This link will be included in the google drive file created to compile this. The different links included will give access to: <ol style="list-style-type: none"> 1. The script of the resource 2. The camtasia file 3. The MP4 file 4. The youtube link in the channel



#	Intellectual Outputs (responsible)	Status	Comments
4	IO4. Flipping Framework Implementation (JAITEK)	DONE	This IO is not funded. The Moodle platform is created and the first structure already in place (http://ffirst.4eclass.net/) . The eportfolio, Mahara, is also working, and linked with the LMS in http://eportfolio.4eclass.net/ . All the resources will be included in several courses in Moodle.
5	IO5. Pilot with Teachers (SZAMALK)	TO BE DONE	This IO is not funded. Anyway, the idea is to test all the resources created, and those related with teaching methodologies will be tested with some teachers in each country. There will be online help for the participants, as there is no personnel allocation for that task.
6	IO6. Students Pilot (INNEO)	TO BE DONE	This IO is not funded. The resources for students will be tested in the same conditions as in IO5. The idea is that teachers who participate in Teachers Pilot test them with their students..
7	IO7. Flipped Classroom Lights (and shadows) (PRO WORK)	TO BE DONE	This IO is not funded. It will be the final section of the Handbook, in the last update, after the pilots. There will also be an infography as a graphical summary.

And going more in detail, we split them in concrete subtasks to be done which are:

#	Intellectual Outputs Tasks	Timeline	Status	Comments
1	IO1. Flipping Framework Design			
1.1	Flipping Framework Inphography v1 (AHS)	February 17	DONE	Jaitek has created a first version of the infography and all the partners accepted it
1.2	Flipping Framework Inphography v2 (AHS)	September 17	Ongoing	It was decided to make a final revision for teachers pilot
1.3	Flipping Framework Inphography v3 (AHS)	April 18		A new infography, with a more marketing view will be included in this version



#	Intellectual Outputs Tasks	Timeline	Status	Comments
2	I02. Flipclass Handbook			
2.1	FF Handbook Version 1 (ETA)	February 17	DONE	The first version is finish, and will be change a little bit with the decisions taken during the meeting, and specified above
2.2	FF Handbook Version 2 (ETA)	December 17		Update after teachers pilot
2.3	FF Handbook Version 3 (ETA)	May 18		Update after students pilot
3	I03. Flipclass Resources			
3.1	Creation of Teacher resources (JAITEK)	August 17	Ongoing	The first 2 resources were done, and shown in the meeting, as an example of using the templates.
3.2	Creation of Students resources for Entrepreneurship (INNEO)	September 17	Ongoing	Instructional design and creation of 8-10 resources about Entrepreneurship for VET students is started
3.3	Creation of Students resources for Tourism (SZAMALK)	September 17	Ongoing	Instructional design and creation of 8-10 resources about Tourism for VET students is started
3.4	Creation of Youtube channel (JAITEK)	March 17	DONE	Flipping First Youtube channel was created and has already one video in order to explain the process
3.5	External Resources (All partners)	Teachers September 17 Students October 17	Ongoing	External resources for each area will be included in the courses in Moodle, as complementary to those design in the project
3.6	Translation of resources (ALL)	Teachers October 17 Students November 17		The decision was that each partner will decide in which way they will translate the videos, as it could be done using subtitles or re-doing the audio. The camtasia files will be available for each resource in order to do so.



#	Intellectual Outputs Tasks	Timeline	Status	Comments
	I04. Flipping Framework Implementation			
4.1	Flipping Environment	January 17	DONE	The Flipping First Environment is available and was shown in the meeting
4.2	Teacher Training Courses (JAITEK)	September 17	Ongoing	JAITEK creates 2 courses for teachers in Moodle in English. ETA revise the English version. All the partners duplicate and translate them for their national schools
4.3	Entrepreneurship Courses for VET Students (INNEO)	October 17		INNEO creates 2 courses for Students about Entrepreneurship in English. ETA revise the English version. All the partners duplicate and translate them for their national schools
4.4	Tourism Courses for VET Students (SZAMALK)	October 17		SZAMALK creates 2 courses for Students about Tourism in English. ETA revise the English version. All the partners duplicate and translate them for their national schools
	I05. Pilot with Teachers			
5.1	Pilot with teachers using the courses created (JAITEK)	November 17- January 18		The pilot with teachers has been delayed, because the teachers interested did not want to participate in June or September, as they are busy with finishing and starting tasks in schools
6	I06. Students Pilot			
6.1	Pilot with students about Entrepreneurship using the courses created (INNEO)	December 17- April 18		The pilot with students will start after the pilot with teachers as they will be conducting it .
6.2	Pilot with students about Tourism using the courses created (SZAMALK)	December 17- April 18		



#	Intellectual Outputs Tasks	Timeline	Status	Comments
7	I07. Flipped Classroom Lights (and shadows)			
7.1	Design of test (SZAMALK)	Teachers Q. October 17 Students Q. November 17		Creation of questionnaires for the pilot. SZAMALK creates a first version and all the partners contribute. And with that create the final version. It will be done either in Google or in SurveyMonkey.
7.2	Flipping Framework infography v1 (INNEO)	December 17		Jaitek will create a first version of the infography. All the partners will comment. INNEO will create final version with the comments done
7.3	Analysis of results (SZAMALK)	After each pilot		Excel with the results of the pilot questionnaires and graphics associated
7.4	Flipping Framework infography v1 (PRO WORK)	May 18		infography update by PRO WORK with all the partners comments

For the meetings, the next one was decided to be in Budapest in the 4th and 5th of September, as it is important to check the resources done, and still be able to correct the process if needed.

Actions: Jaitek, Inneo and Szamalk will work in their resources to present most of the in the next meeting

We will have videoconference meetings from October, more or less each 3 or 4 weeks, and always depending on meeting or events where we might also work together.

For social networks, Facebook and Twitter publications are automatized by ETA using MeetEdgard, a tool that was shown in the meeting, and all the partners agreed to go on using it.

Finally, Pro-work presented the evaluations reports prepared already and the progress evaluation to be carried out at the end of year 1

And with that we closed the meeting where we had a join dinner on Thursday, a typical Polish restaurant with some of their specialities.