



Erasmus+

This publication has been produced with the support of the Erasmus+ Programme of the European Union. The contents of this publication are the sole responsibility of LOGGED-ON and can in no way be taken to reflect the views of the NA and the Commission. Project number: 2015-1-NO01-KA202-013219



LOGGED-ON
Empowering learning with technology

Third project meeting agenda - November 9th to November 13th 2016 Tarragona, Spain

MEETING OBJECTIVES:

- Quality assurance of case study progress
- Quality assurance of general project progress through:
 - Evaluation of Kendal meeting (January 2016)
 - Feedback from external evaluator
 - Updating of action plan documents
- Agree on:
 - Dates for and contents of Course 1 + 2 (incl. Course Handbook)
 - Plan for film production
 - Preliminary framework for European LOGGED-ON Conference

Date	Time	Activity	Responsible Partner
Wednesday Nov 9		Travel day Pick-up and transport to hotel Installation at hotel	P4
	18:00 20:00	LTT start – introductions of delegates and program for LTT Working dinner	P1
	08:45	Pick-up at hotel, travel to Institut Cal-lípolis	P4
Thursday Nov 10	09:00	Welcome by Institut Cal-lipolis and administration representatives Short tour of Institut Cal-líplois	P4
	Working session 1: Coffee break 11:00-11:30		
	11:30	Opening and flow of project meeting (chair, writer of minutes, agenda, objectives for meeting) Final 'signing' of Kendal minutes	P1
	11:40	Evaluation of Kendal meeting: - Summing up and presentation of results - Comments from partners - P3 sums up discussions - amendments for next evaluation	P3
	11:50	WP1 – State-of-Art reports (Final) - Presentation of final SoA report - Questions and comments from partners Focus point: National differences (the big picture)	P4
	12:30	Project management and coordination (house keeping) - Time sheets, travel sheets, dissemination, siteography - Project management platform and public website	P1

		- Finances and budget questions	
	13:30	Lunch at Institut Cal-lípolis	P4
	Working session 2:		
	15:00	WP2 – Case Studies - Presentation of Partner Case Studies (ca. 20 min each partner) a) Final choices of cases b) What has been done so far c) What are the next steps d) Measurement of CS success - Questions and comments from partners	P4
	16:45	- Summing up of Day 1 - Info about Day 2	P1 P4
	17:00	Transfer to Tarragona city and hotel	P4
	19:00	Pick up at hotel. Wine tasting and dinner	P4

Date	Time	Activity	Responsible partner
Friday Nov 11	09:00	Pick-up at hotel, travel to Institut Cal-lípolis	P4
	Working session 3: Coffee break 11:00-11:15		
	09:15	Recap from Day 1 - SoA report - Case studies (status) - Comments from External Evaluator (Steve Molloy)	P1
	09:30	Best practice videos - Discussion around the production and distribution of LOGGED-ON best practice videos.	P1 + All
	11:15	In service Training course + Handbook - Presentation, discussion & debate and final decision on the programme/logistics/deadlines/handbook production. - Production of publicity materials NOTE: Draft brochure will be sent to partners one week before the project meeting.	P2
	13:30	Lunch at Institut Cal-lipolis	P5
	Working session 4:		
	15:00	In service Training course + Handbook (cont.) - Further work on Training course and Handbook	P2
	16:15	WHAT needs to be done? WHEN? By WHOM? a) Action plan for each partner institution's WP b) Next steps for your institution when you return home	P1
	16:45	Summing up of Day 2	P1
17:00	Transfer to Tarragona city and hotel	P4	
19:00	Pick up at the hotel and walking tour of old town + dinner	P4	
Saturday Nov 12	10:00	Cultural day including lunch Pick up at hotel. City tour on tourist train + visit to the Roman city	P4
Sunday Nov 13	09:00	Breakfast meeting at hotel and evaluation of LTTA using SurveyMonkey. Presentation of certificates of completion.	P3
	12:00	Return travel day. Arrangements to be settled when we know the different departure times	

Key:	Institution:	Contact person:
P1 – Norway	Haugaland vgs	Tim Golding
P2 – Ireland	Ennis Community College	John Cooke
P3 – Italy	Scuola Ladina di Fassa	Debbie Rooney
P4 – Spain	Institut Cal-lípolis	Alejandro H. Brull
P5 – England	Kendal College	Richard Evans

The LTTA (Learning, Teaching, Training) course hosted by Institut Cal-lípolis will take place at the same time as the board meeting. The delegates will join the partners for the tour of the Institut, the dinners and cultural event on Saturday.

PREPARATION AND RESPONSIBILITY:

P1-NO	<p>Work out agenda and program in cooperation with hosts (distribute to partners)</p> <p>Present Meeting Objectives</p> <p>Ensure project progress on all levels</p> <ul style="list-style-type: none"> ○ Check progress with action plan documents ○ Update work plan if necessary ○ Inform partners before, during and after meeting <p>Contribute to “tying up all loose ends” before going back home</p> <p>Prepare and present a short status report on own case studies</p>
P2-IRE	<p>Prepare, present and lead the process on LOGGED-ON IST Courses and Handbook</p> <p>Prepare and present a short status report on own case studies</p>
P3-IT	<p>Sum up and present at meeting the evaluation from Kendal</p> <p>Prepare and present a short status report on own case studies</p>
P4-ES	<p>Lead the flow of the session on Case Study progress report</p> <p>Prepare and present a short status report on own case studies</p>
P5-UK	<p>Prepare and present combined State-of-Art report from all partners</p> <p>Prepare and present a short status report on own case studies</p>

Outputs:	Country	Coordinating Lead partner
O1 – State of the art reports (SOA)	England	Kendal College
O2 – Case study reports	Spain	Institut Cal-lípolis
O3 – Film presentations of best practice	Norway	Haugaland vgs
O4 – Resource pack for Strategic implementation	England	Kendal College
O5 – LOGGED-ON training course and Handbook	Ireland	Ennis Community College
O6 – Publications and presentations	Italy	Scuola Ladina di Fassa
O7 – Interim and Final project reports	Norway	Haugaland vgs
O8 – Quality plan	Italy	Scuola Ladina di Fassa
O9 – Project management platform	Spain	Institut Cal-lípolis
O10 – LOGGED-ON public website	Norway	Haugaland vgs
O11 – Publicity materials	Ireland	Ennis Community College

Multiplier events:	Coordinating partner	Date:
E1 – European LOGGED-ON conference	Spain	October 2018
E3 – 1 st LOGGED-ON training course	Ireland	October 2017
E4 – 2 nd LOGGED-ON training course	Spain	October 2018