

Second project meeting agenda - January 18th to January 22nd 2016

Kendal, England

Date	Time	Activity	Partner responsible	
Sunday 17		Travel day Pick-up from Oxenholme station and transport to hotel Installation at Castle Green hotel (www.castlegreen.co.uk)	P5	
	20:00	Dinner at hotel (individual arrangements?)		
Monday 18	09:00	Pick-up at hotel, travel to Kendal College – main campus	P5	
	09:15	Welcome to Kendal and Kendal College and tour of main campus	P5	
	Working session 1: Coffee break 11:30-11:45			
	10:30	Opening and flow of project meeting (chair, writer of minutes, agenda, objectives for meeting) Final 'signing' of Haugesund minutes	P1 P2	
	11:00	Evaluation of Haugesund meeting: - Summing up and presentation of results - Comments from partners - P3 sums up discussions - amendments for next evaluation	P3	
	11:30	WP1 – State-of-Art reports (drafts) - General comments from P4 on what has been produced - Short presentation of each partners' SOA (15 min each, questions and comments from partners included) Focus points: 1. National differences (the big picture) 2. Framework for Case studies (institutional)	P4	
	13:00	Lunch at Kendal College	P5	
	Working session 2: Coffee break 14:30-14:45			
	13:45- 15:45	Project management and coordination - Presentation and roll of External Project evaluator - Dr Steve Molloy - Proposed partner meeting plan – evt. revisions? - Repetition of the objectives/outputs - Time sheets, dissemination overview, siteography - Management platform (Basecamp) - Public Website (www.loggedon.eu)	P1 P1 P1 P4 P1	
	15:45	- Summing up of Day 1 - Info about Day 2	P1 P5	
	16:00	Return to hotel	P5	
19:00	Dinner	P5		

Date	Time	Activity	Partner responsible
Tuesday 19	09:00	Pick-up at hotel, travel to Kendal college – Art & design campus	P5
	Working session 3: Coffee break 10:30-10:45		
	09:15	Recap from Day 1 - Case studies (status) - Best practice videos (status) - In Service Training Courses	P1
	12:00	Budget distribution and financial matters	P1 - John
	12:15	WHAT needs to be done? WHEN? By WHOM? Continue discussion In national groups for deliverables each partner is responsible for.	All
	12:45	Evaluation of 2 nd project meeting	P3
	13:00	Lunch	P5
	Cultural event – Visit The Lake District		
	13:30	Kendal College will arrange a cultural visit to the Lake District with the possibility of visiting Blackwell House and Lake Windermere. More details will come.	P5
	17:30	Return to Kendal college	P5
	18:00	A light dinner	P5
	19:00	Travel by train to London for BETTshow	P5
Wednesday 20 to Friday 22		Visit to BETTshow. Delegates can choose the lectures and stands that they want to visit. Be sure to look through the Guide book beforehand because the Expo is large and there is lots to see.	P5

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

The LTTA (Learning, Teaching, Training Arena) course hosted by Kendal College will take place at the same time as the board meeting. The course venue and final LTTA program is still to be advised. The delegates will join the partners for the tour of the college, the dinners and cultural event on Tuesday afternoon.

Late Tuesday evening the partners and LTTA delegates will travel to London to get ready for visiting the BETTshow/expo on Wednesday. We will be staying at the [London Ibis Blackfriars hotel](#) close to the Southwark underground station.

Travel day is either Friday afternoon or Saturday morning from London.