Minutes of 1st LOGGED-ON Partner Meeting held in Haugesund, Norway: 26th – 27th October 2015

Project meeting:

8 participants from the 5 partners attended the meeting: NO, UK, IRE, ES, IT

Monday 26th October 2015

Delegates for the meeting were welcomed to Haugesund vgs by the Norwegian lead project co-ordinator.

Co-ordinator of Irish partners agrees to write the minutes of this and future meetings. Co-ordinator of the Norwegian delegation agrees to chair the meetings.

All delegates introduced themselves and their institutions etc. Presentations to be uploaded to the LOGGED-ON website.

There followed a brief explanation of the agenda for the 2 day meetings.

Objectives of the meetings:

- To ensure a common understanding of the project's overall aims and objectives and the overall responsibilities of each partner in relation to each work package as set out in the project application/proposal.

- To agree an overall work plan for the project identifying which aspects of each wok programme need to be undertaken by which partners in between each project meeting.

- To use the above as the basis for a more detailed progress monitoring matrix identifying "what need to be done, when, and by whom" in relation to the aims, objectives and timelines for each of the project's concrete deliverables.

- To maximise team-building, networking and dissemination opportunities, offered not just by the formal business of each project meeting, but also by coffee breaks, lunches, dinners etc and the wider cultural and educational visits and exchanges integrated into each project meeting and which make it a wider project symposium.

Preliminary issues of Project Management and Co-ordination

There followed a brief discussion on the availability of and use of ICT in schools in the various countries.

The Norwegian co-ordinator explained that all partners will have to write a State-of-the-Art report as an initial task – describing where each country generally and where each school specifically is currently in relation to the use of ICT in the classrooms as a pedagogical tool, presenting both the good and the bad

The proposed LOGGED-ON logo was presented and discussed. The partners agreed that it was very suitable and would be kept.

The LOGGED-ON Project Summary sheet was reviewed. There was some discussion of the project aims to be sure everybody was clear on it. The phrase "action research" (Para 2) was also discussed and explained. The Norwegian co-ordinator explained that there doesn't need to be actual finished outcomes, but the project aims and objectives can by ongoing. He also said that it was important to spend some time talking about where each partner school was at the moment, so we can all understand where we're all coming from. The project needs to be thinking 3 years ahead – what will be happening with ICT in the future and how will/can it be used in the classroom – what's happening both in education and in ICT and what's happening in other countries outside the project group, not just trying out things that are current but what might be new and progressive.

The official outputs were discussed:

1. **State of Art reports** – where each individual institution in now – what is it like in local and the national institutions and try to out together some stats in that regard. Policies at national level can also be included here but it was mentioned that it should be kept as simple as possible. «infographics» can be more useful. All State-of-the-Art statements will be compiled into one document before being uploaded to the public website.   It was agreed the draft must be ready by January 2016 for the meeting in Kendal College, England. **UK to take charge of this.**

2. **Case studies reports** –These can be projects already run or already in place **or** one that might be trialled – active research. They should be within the partner's own institutions unless collaborating with another school and the partner school is responsible for the report. Examples were given of what might be used, e.g. how best to use tablets in a classroom or how to best use blogging. The Case Studies Guidelines sheet prepared by the external evaluator were discussed. The case studies will run throughout the duration of the project and will be presented at future project meetings. **Spain to take charge of these.**

3. **Films** – will be based on good case studies. There was some discussion as to whether the budget allocated for filming will be spent on 1 or 2 professional films or whether films can be produced cheaply and locally with the budget spread wider. It was thought that it might be better for a small film to be made by each partner country. The UK coordinator suggested that we take raw footage of each country and put it together as one film. This will be an agenda item in for discussion in England in January 2016. **Norway to co-ordinate**

4. **Resource pack** – includes many of the things in this list, including handbook, State-of-Art reports, Case Studies, everything one finds on the website etc. **Norway to co-ordinate**

5. **Training Course Handbook** – there was some discussion as to how it will be written/produced – it was generally felt that it should not be in paper form as this is an ICT based project. **Ireland to co-ordinate** as first training course will be held in Ireland, handbook will be written in English

6. **Publications and presentations** – includes PowerPoints, articles, local school magazines, teaching publications, brochures for the courses / conference. **Italy to co-ordinate**

7. **Interim and final project reports** – not funded. **Norway to co-ordinate**

8. **Quality Plan** – quality of the meetings, evaluation of the meetings, food, hosting, courses, etc. The evaluation will be done online using SurveyMonkey. **Italy will co-ordinate**.

9. **Project Management Platform** – Decided that Basecamp could be used for this. **Spain to co-ordinate**.

10. **LOGGED-ON public website** – weebly.com was decided upon as website platform with the project summary in the various partner languages including Catalan, Ladino and Gaelic. It was agreed that www.loggedon.eu should be the project URL. **Norway to co-ordinate this**.

11. A **Facebook** site will be set up and needs to be liked

12. **Publicity materials** – some funding may be put aside for this with the possibility of apprentices in UK making it – **Ireland to co-ordinate, possibly with England**

All partners Gmail addresses and Skype account names were collected so that the partners could have access to the Google drive documents.

The films will be discussed in more detail at the meeting in Kendal, January 2016 and later in Tarragona, Spain in November 2016. The films will be uploaded to YouTube.

The date for the first training course in 2017 is to be finalised in England, January 2016. People in partner countries need to be reminded that funds can be applied for from their national agencies but they must have a PIC number.

It was suggested that the second training course and conference (October 2018) might be in Spain, however it was mentioned that the course doesn't need to be in a partner country as long as it's in a country that's eligible (29 countries). The courses need to be self-financing and that they must happen in autumn as the application process is in spring.

LOGGED-ON LTT (Learning and Teacher Training) activities as have been applied for were discussed:

1. Augmented reality in the classroom – UK
2. Special digital tools to develop skills in different professional courses – Spain
3. Best practice in teaching languages with ICT - Italy
4. The use of LEGO in schools and the use of mobile technology in upper secondary vocational schools will probably coincide with the course in Ireland.
5. The use of Web 2.0 in the classroom showing how students can become producers instead of consumers of interactive digital content and learning (Norway) will also be shown as part of the course in Ireland.

It was discussed that these LTT courses may also be used as case studies. 2-3 teachers from each participating country (as well as host delegates) will travel to each Project Meeting and participate in the LTT provided by the host partner. The LTT will happen concurrently with the Project Meeting.

The meeting ended with a cultural visit to the Nordvegen cultural centre and Viking farm on Karmøy and dinner.

Tuesday 27th October 2015

Participants were welcomed back to Haugaland vgs by the Norwegian co-ordinator.

There was some discussion about the motto proposed to go with the logo - "Empowering learning with technology". All partners agreed that it was very suitable to the project.

The Norwegian partner demonstrated a fun digital game (Kahoot.it) that has become very popular with Norwegian teachers and students and uses mobile technology.

After which the delegates were visited by a local journalist who interviewed the participants and will write an article on LOGGED-ON the local newspaper.

There was then some discussion of different Learning Management Systems being used in different schools. Further discussion on whether or not this could be a case study or part of the project will take place in England in January 2016.

Because the management website and project website weren't discussed fully on the first day, it was decided to have some discussion around them. Spain was given the responsibility to set up Basecamp as the official LOGGED-ON management website to be used in conjunction with the Google drive.

Housekeeping:

Dissemination – The Norwegian co-ordinator showed the participants the short link to be used in conjunction with dissemination. All events/occasions where LOGGED-ON is mentioned should be written in here. This document should be filled in on a monthly basis.

Bibliography and Siteography - This document should also be updated on a regular basis.

Timesheets - There should be a timesheet for every person who works on the project, whether or not they travel to the meetings.

Travel expenses - There should be an individual document for each individual and must be kept on file in order to be used in conjunction with the final report. All receipts must be copied.

Work plan - There was some discussion of the LOGGED-ON Work plan. Final reports will have to be written after the 2nd In-service Training course and Conference and need to be submitted by the end of December 2018. All submissions for this must be in by 15th December 2018.

Budget - The project co-ordinator gave a detailed breakdown of the budget, both applied for and actually granted. Both the Intellectual outputs and multiplier events were reduced by Brussels. The % total for each partner was outlined and explained, after some brief discussion as to how the totals had been arrived at, they were accepted by all participants.

Students - There was some discussion of the inclusion of students in the project. The project co-ordinator explained that the project was applied for with a view to working with teachers, but there could be some inclusion of students during the training courses. It was mentioned that one of the main objectives of the LOGGED-ON project is that we should focus on how we might make students active in the use of ICT. There followed an interesting discussion on how to use ICT in pedagogy generally and how active research might be carried out. Included was the concept of "flipped classroom" which the Norwegian partner has been using for many years.

Concluding remarks:

Planning work to be undertaken in advance of next meeting: What needs to be done, when and by whom?

- The UK co-ordinator will plan the Project Meeting and LTT activities to be held in Kendal, England in January 2017. A school visit is desired and travel to BETT in London to be arranged.
- Each partner will decide what their case studies might be? The Norwegian co-ordinator will set up a Google Doc for this. It was suggested that it would be nice if there was a variety of different case studies. The Irish co-ordinator suggested that if institutions had the same ones that it would be interesting to see how the same case study would work in different settings.
- Each partner will have a draft of their State-of-Art report ready for the Kendal meeting in January 2016.
- The names of delegates to be sent to the Norwegian co-ordinator re: BETT.
- Travel arrangements to be posted on shared document as set up by the Norwegian co-ordinator.

The meeting ended with a cultural visit to the old fishing village of Skudesneshavn, Karmøy and dinner.