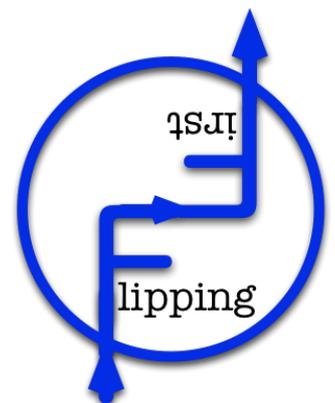**KA2 VET ERASMUS+ Partnership
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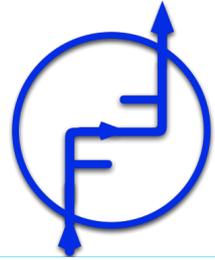
FLIPPING FIRST PROJECT

MINUTES
of
4th Project Meeting, Gent, Belgium
January 15th – 16th 2018

People attending the meeting

From JAITEK Tecnología y Formación SL, Spain:
Mariano Sanz Prieto
Gema de Pablo González
Saturio Rodríguez Fernández

From INNEO - Studio Twórczego Rozwoju, Poland:
Tomasz Szymanski

From Stichting Kenniscentrum PRO WORK, The Neteherlands:
Theo Grefkens
Tessa Suzanna den Bakker

From SZÁMALK-Szalézi Szakközépiskola, Hungary :
Krisztina Juhász

From ARTEVELDEHOGESCHOOL, Belgium:
Lut De Jaegher
Lynn Van Elsen
Jasper Wouters

From Exponential Training & Assessment Limited, UK :
John Moore

Minutes of the meeting

The meeting started with the welcome of Lut de Jaeger, from AHS who is hosting the meeting. She made an introduction an a presentation about Arteveldehogeschool.
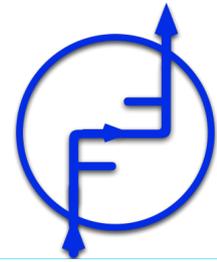
After that, the coordinator Mariano Sanz, from Jaitek, started a review of the feedback received to the Interim Report. Both, positive assessment issues and 'points to be enhanced' were reviewed.

Issues that need to be enhanced are:
• The Handbook: We have been requested to increase quality. The partners agreed some aspects to modify; maybe it is too large for a handbook; some things are repeated along the text; the design may not be adequate for a handbook.
  Action 01: ETA & AHS will reduce the handbook and make it more appealing.
  Deadline: 28th February 2018

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- Videos: Audio quality is an issue. Automatic text-to-speech is not acceptable in general. Also 'noisy' recordings need a review. We need to record audios again. In some cases an alternative can be to use subtitles. All the videos have to be similar. AHS points out that videos about entrepreneurship are not fitting the environment in Belgium; the same is true for the Netherlands. They can generate more/new videos adapted to the country, what can be seen as an aded value, but keeping the results committed in the project application.

  Action 02: ETA should record all the audios for English videos.
  Deadline: 28th February 2018
  Action 03: All partners should revise their audios.
  Deadline: 28th February 2018
  Action 04: AHS&PROWORK will create some more videos for Enterpreunership.
  Deadline: 30th March 2018

- Courses: We are not getting a convenient advance. We need to produce at least two courses for each subject (2 x 3), in each country/language. In addition to the videos, the course need to include some activity. The way to create courses and activities in the Moodle Platform is reviewed. For entrepreneurship courses, a tool to 'evaluate' Soft Skills is proposed. It can be used as an activity. It is available in English and Dutch. The tool comes form Skill2Skill project and there is a 'How To Use' video available.

  Action 05: PROWORK will make available the tool to all the partners.
  Deadline: 10th March 2018

- Dissemination: We have been requested to publish in magazines or news papers. In general it is not easy to get access to this media. Besides, it seems to be a bit early in the project schedule and it can be done near the end of the project when we have some interesting results. The partners will evaluate the possibility to publish something in local news-papers. Any produced article can be translated for all the countries. Besides, we have to evaluate to have a multi-language website. The proposal is to put everything in English and Spanish and the main articles in the rest of the project languages.
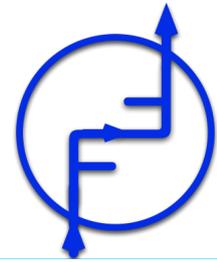
  Action 06: ALL PARTNERS will try to publish in local or national media.
  Deadline: 10th June 2018
  Action 07: JAITEK will try to publish an investigation article together with University.
  Deadline: 10th June 2018

Participant figures: the project is committed to reach in each country, at least, 5 schools with 10 teachers and 300 students. Besides, we will develop additional activities as teachers trainings. Everything has to be compiled. INNEO&SZAMALK will propose a format for a questionnaire for pilot participants. To be able to have objective data for investigation writing a pre and post evaluation will also be created.

Action 08: INNEO & SZAMALK will create general questionnaires for pilot participants.
Deadline: 10th February 2018
Action 09: INNEO will create a pre and post test for entrepreneurship courses. Both test will have similar difficulty level, so that the learning produce in the course could be measure
Deadline: 15th March 2018
Action 10: SZAMALK will create a pre and post test for tourism courses. Both test will have similar difficulty level, so that the learning produce in the course could be measure
Deadline: 15th March 2018

Review of details from the Interim report feedback:
- Meetings: Ok. In order to reach the budget it is convenient to put two persons in each meeting.
- Intellectual Outputs: We need to focus the improvement of the way in which the ability to create courses and classes is transferred to teachers. For IO1 "Flipping Framework design", AHS will produce an infography to improve the handbook.
  Action 11: AHS will produce another infography for the handbook complementary to the existing one, which might be used alone
  Deadline: 15th February 2018

- Flipping Framework Implementation, Flipclass Resources (IO3/IO4): Complete Moodle courses, translations, subtitles ...
  Action 12: ALL PARTNERS finish the videos in their own language
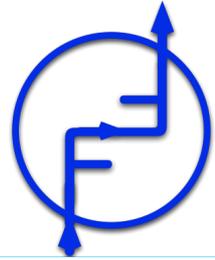 Deadline: 28th March 2018

- Teacher Training: Ok.
- Dissemination: Increase activity in social networks; ensure each partner offers good descriptions and links to the project from their own websites.
- Project Management: Ok.
- External Evaluation: It should come from the pilots. We need to be sure to compile of evaluation informations from participating teachers.
  Action 13: ALL PARTNERS should start pilots in April 2018
  Deadline: 10th June 2018

- Moodle Platform: We need to include the Erasmus+ logo and disclaimer in the Moodle platform (Already done at the time of the meeting).

After that review, the training plan was presented by the coordinator.

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About next meeting, May was proposed if by that time we need more work on resources and Moodle courses. If not can be moved to June/July. Proposed alternative dates were: 24th-25th/May,, 31st/May - 1st/June or 25th-26th/June. The coordinator will create a Doodle to chose the preferred dates.

About Multiplier Events, we have to arrange one in each country. The Spanish NA prefers small events focussed on the project. All the events have to be done by the end of June as late. When registering the event information (Dissemination record, participants, ..) it has to be also attached any document, leaflet or promotional material used.

Action 14: ALL PARTNERS should make events between May and July 2018

About Dissemination. PRO WORK makes a presentation. A table for compiling dissemination information was presented. It will be available in the project shared folder in Google Drive. It will allow for file attachments if needed. During March/18 partners can comment o ask for clarifications. It should be used by all the partners and the content will feed final report.

Action 15: ALL PARTNERS should use the tamplate for dissemination reporting

Besides, actual links to project's facebook and twitter and shared.

https://www.facebook.com/flippingfirst/
@flippingfirst

All the partners will publish and share posts in both networks to keep some activity.
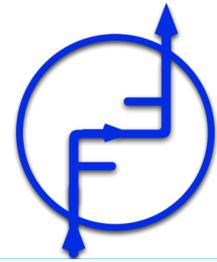
At this points we finished the first meeting day and the partners did meet at night for a social dinner in the town.

The second day was arranged as a hands on workshop to clarify tasks to be done and to start real work on those tasks.

First, we made a review of all the shared documents used to support the development of resources: resource catalog, scripts, original english texts and translations. Some translations are missed although maybe they exists but they are not in the shared documents.

Tasks during the rest of the meeting:
- INNEO and SZAMALK will put the required texts and translations in the shared Google Drive documents.
- ETA and AHS, start the review of the reduced version of the Handbook.
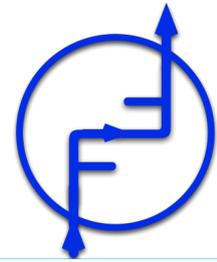- INNEO and SZAMALK will produce the 4th Newsletter

- JAITEK shows the structure on Moodle and the way to create the courses. A 'template' course for each partner is created.
- JAITEK reviews each partner can access the Moodle platform and gives proper permissions for the creation of courses.
- INNEO shows the questionnaires for teachers and students. There was a discussion about on which platform to implement the questionnaires. Both, SurveyMonkey and Google Forms are to be evaluated. The form will be in the Shared Google Drive for comments.

After a final compilation of next actions focused on during the two days of fruitful work, the meeting was closed.

After all the reviews during the meeting, the following tables summarise the current progress status and identified actions.
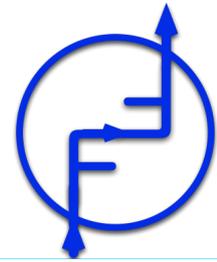
The status of the "Project Management Document" has no changes and is shown in the following table. The only pending task is the exploitation plan, which will start next April.

#	Task	Timeline	Status	Comments
1	Project Management	All the project	Ongoing	general ongoing management of the project
2	Explotation 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 (INNEO)	February 17	DONE	Report about technology to be used in the project
5	Communication (AHS)	February 17	DONE	Report about the communication tools to be used in the project
6	Social Networks (ETA)	February 17	DONE	Report about how social networks will be used in the project
7	Risk Management (JAITEK)	February 17	DONE	Report about how the project will deal with risks that might appear
8	Quality Assurance (JAITEK)	February 17	DONE	Report about how the project will assure a certain quality level

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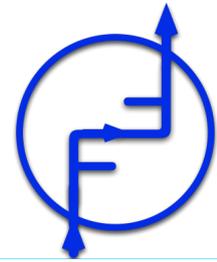Erasmus+ Programme
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Status of Intellectual Outputs:

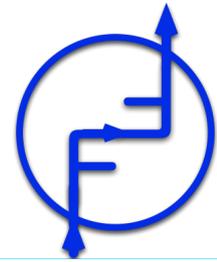| #	Intellectual Outputs (responsible)	Status	Comments
1	IO1. Flipping Framework Design (AHS)	DONE + TO BE DONE	This IO is not funded. It has been included as the first section in the Handbook. It was decided to create another infography with more marketing focus, in the final update of the Handbook.
2	IO2. Flipclass Handbook (ETA)	DONE + TO BE DONE	Final version was ready for translation by partners. After Interim Report feedback has beed decided to generate a reduced version. This task is being performed by ETA with the support of AHS and it should be ready by the end of February.
3	IO3. Flipclass Resources (JAITEK)	TO BE DONE	At least 60% of the work to be done in resources creation is ready. 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: 1. The script of the resource 2. The Camtasia file 3. The MP4 file 4. The youtube link in the channel After Interim Report feedback, we need to ensure all the resources and translations are finished and all the audios are re-recorded if needed for a better quality.
4	IO4. Flipping Framework Implementation (JAITEK)	DONE + TO BE 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/. The creation of courses and inclusion of IO3 resources created is an ongoing task that need to be finished. Total is at least 6 courses, 2 for each area, by each country.

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#	Intellectual Outputs (responsible)	Status	Comments
5	IO5. Pilot with Teachers (SZAMALK)	TO BE DONE	This IO is not funded. Main 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. It will Start in April 2018, and open for entering teachers the rest of the project and beyond
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. It will start in April 2018, and will be opened the rest of the project and beyond
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 Infography v1 (AHS)	January 17	DONE	Jaitek has created a first version of the infography and all the partners accepted it
1.2	Flipping Framework Infography v2 (AHS)	June 17	DONE	It was decided to make a revision for the Interim Report version
1.3	Flipping Framework Infography v3 (AHS)	April 18	TO BE DONE	A new infography, with a more marketing view will be included in this version
2	IO2. Flipclass Handbook			
2.1	FF Handbook Version 1 (ETA)	February 17	DONE	The Handbook includes the sections of IO1 and IO7
2.2	FF Handbook Version 2 (ETA)	June 17	DONE	Version ready for the Interim Report. After feedback, a new 'reduced' version will be generated
2.3	FF Handbook Version 3 (ETA)	April 18	TO BE DONE	Reduced version with new infography

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#	Intellectual Outputs Tasks	Timeline	Status	Comments
2.4	FF Handbook Version 4 (ETA)	July 18		Update after students pilot
3	IO3. Flipclass Resources			
3.1	Creation of Teacher resources (JAITEK)	March 18	Ongoing	80% resources done After feedback, review audio quality
3.2	Creation of Students resources for Entrepreneurship (INNEO)	March 18	Ongoing	60% of resources done After feedback, review audio quality
3.3	Creation of Students resources for Tourism (SZAMALK)	March 18	Ongoing	60% of resources done After feedback, review audio quality
3.4	Creation of Youtube channel (JAITEK)	March 17	DONE	All the resources created are uploaded in the channel. Finish uploading the rest of videos
3.5	External Resources (All partners)	March 18	Ongoing	Search external resources for each area
3.6	Translation of resources (ALL)	March 18	Ongoing	All the partners will translate the videos and SCORM packages if any to their own language. It should be decided if we will translate voice or just have subtitles After feedback we need to ensure all the translated versions are ready
	IO4. 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)	March 18	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 After feedback we need to ensure all the courses are ready
4.3	Entrepreneurship Courses for VET Students (INNEO)	March 18	Ongoing	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 After feedback we need to ensure all the courses are ready

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#	Intellectual Outputs Tasks	Timeline	Status	Comments
4.4	Tourism Courses for VET Students (SZAMALK)	March 18	Ongoing	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 After feedback we need to ensure all the courses are ready
	IO5. Pilot with Teachers			
5.1	Pilot with teachers using the courses created (JAITEK)	April 18 - June18	TO BE DONE	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	IO6. Students Pilot			
6.1	Pilot with students about Entrepreneurship using the courses created (INNEO)	April 18 - June 18	TO BE DONE	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)	April 18 - June 18	TO BE DONE	
7	IO7. Flipped Classroom Lights (and shadows)			
7.1	Design of test (SZAMALK)	**Teachers Q.** March 18 **Students Q.** March 18	Ongoing	Creation of questionnaires for the pilot. SZAMALK creates a first version and all the partners contribute. And with that create the final version. Has to be decided the tool to use for the online questionnaires.
7.2	Flipping Framework Infography v1 (INNEO)	June 17	DONE	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	TO BE DONE	Excel with the results of the pilot questionnaires and graphics associated
7.4	Flipping Framework Inphography v2 (PRO WORK)	Jun 18	TO BE DONE	Inphography update by PRO WORK with all the partners comments and after the Pilots.