

MEETING MINUTES

Date: 20/21 November 2014

4th Meeting in Birmingham (UK)

Participants:

P0 – XABEC (ES)	Mr. Antonio Mir	<input checked="" type="checkbox"/>
P1 – SAVO CONSORTIUM FOR EDUCATION (FIN)	Mr. Ilkka Kempainen	<input checked="" type="checkbox"/>
	Mr. Ari Tolvanen	<input checked="" type="checkbox"/>
	Mr. Tatu Hirvonen	<input checked="" type="checkbox"/>
P2 – UNIVERSITY OF PITESTI (RO)	Mr. Robert Beloiu	<input checked="" type="checkbox"/>
	Mrs. Lumninitia Constantinescu	<input checked="" type="checkbox"/>
	Mrs. Mariana Iorgulescu	<input checked="" type="checkbox"/>
P3 – ESCOLA PROFISSIONAL VAL DO RIO (PT)	Mr. Nuno Mendes	<input checked="" type="checkbox"/>
	Mr. Claudio Gonçalves	<input checked="" type="checkbox"/>
P4 – SOUTH AND CITY COLLEGE BIRMINGHAM (UK)	Mr. John Hillen	<input checked="" type="checkbox"/>
P5 – KONYA (MERAM) VOCATIONAL HIGH SCHOOL (TK)	Mr. Naz Khan	<input checked="" type="checkbox"/>
	Mr. Ömer Tezel	<input checked="" type="checkbox"/>
	Mr. Ibrahim Bayburt	<input checked="" type="checkbox"/>
P6 – LYCÉE ISAAC NEWTON (FR)	Mrs. Evelyne Laroche-Joubert	<input checked="" type="checkbox"/>
	Mr. Yannick Villeneuve	<input checked="" type="checkbox"/>

WELCOME

Thursday 20th November. The meeting was opened by John Hillen – Assistant Principal (SCCB). John gave a brief introduction to the college and welcomed the guests on this Fourth meeting of the One 2 One Project. Naz Khan – Assistant Principal (SCCB) outlined the curriculum offer at the college as well as the client group the college serves in Birmingham.

2. WORKSHOP 1: ONE2ONE WEBSITE

Presentation was given by Antonio Mir who outlined the functionality of the One2One Website and asked the participants to give their feedback as to how user friendly the website is as well as is how easy the website is to navigate. The colleagues from Finland pointed out that letter N was missing from Finnish.

3. WORKSHOP 2: PROJECTX EVALUATION. WP4

Workshop 2, was a Skype presentation between the One2One Project participating country delegates and project coordinator from Spain Mr. Guillermo Ferrando and project evaluator Dr. Juan Manuel Momo. The project evaluator had evaluated all of the projects as per the presentation in Annexe 1 of these minutes. The project evaluator outlined his comments with regard to what aspects of the projects had been completed, some aspects that were irrelevant and thus deleted and finally

aspects of the project that need re-write/modification. Once all the projects have been finalised, a booklet will be produced which will be written in a very simple format so that any student can follow the guidelines in the booklet and perform the project. Once all the projects have been standardised they will be uploaded onto a portal where staff, students, parents and employers can have access to them. All project participants were advised to check the title of the projects as the evaluator slides give titles that have been shortened to meet presentation style.

It is important to note that the One2One Project needs to be transnational i.e more than one partner and thus the language has to be English.

4. WORKSHOP 3: PILOT TEST PLAN.WP5

Workshop 3, was a pilot test plan to implement Project X in each country. This was presented by Yannick Villeneuve from Lycee Isaac Newton. The purpose of this workshop was to construct a grid to show the commonality of projects between partners. Each project is to be tested. Each partner working with another partner to test each other projects using the grid and project allocation all 21 projects should be tested. The final grid to be made available by Yannick via an e-mail.

It was agreed that all projects must prepare an equipment and materials list which will be annexed to the booklet and uploaded on a portal as mentioned before. The final book is to be printed by 29th May 2015 prior to the Fifth meeting in Turkey.

The testing of the projects must commence in January 2015 and feedback to be provided to Yannick by 7th April 2015.

Yannick will collate the feedback and return it to the project editors by 10th April.

Editors will edit and return the final script to Yannick by 15th April.

Yannick will liaise with Claudio and Robert to meet the deadline for the final print.

The final print of the booklet is being contracted to a printer in Romania through one of the project partners from the University of Pitesti .All partners were requested to provide the number of booklets required for their use.

Finally, under this workshop, Yannick stressed the importance of making a list of materials and equipment as well as photographs to be e-mailed to the Portuguese colleagues (Claudio Goncalves) of ValdoRio who will upload them onto the portal. At this stage, Robert from the University of Pitesti made an offer to colleagues to research into Project X and produce a paper to publish. All colleagues were asked to consider this and to respond to Robert. The Finnish colleagues also extended an invitation to a Skills competition in the AutoMOVET: Automobility Modules for VET in Europe and requested participating project leads to respond to the colleagues.

Actions:

1. All projects must be tested. Each partner working with another partner to test each others projects using the grid and project allocation.
2. The Final grid to be made available by Yannick and e-mailed to attendees



3. All projects must prepare an equipment and materials list as well as photographs and e-mail them to Claudio Goncalves of ValdoRio.
4. Claudio Goncalves to upload them onto the Portal
5. Testing of projects must commence in January 2015 and feedback to be provided to Yannick by 7th April 2015
6. The final book to be printed by 29th May 2015
7. All partners to provide number of booklets required for their use.
8. Yannick to collate the feedback and return it to project editors by 10th April
9. Editors to return the final script to Yannick by 15th April
10. Yannick to liaise with Claudio and Robert to meet the deadline for the final print
11. Robert to research into Project X and produce a paper which will be published

5. WORKSHOP 4: VALORISATION AND DISSEMINATION

Friday 21st November 2014. Workshop 4, was conducted by Antonio Mir with a focus on valorisation and dissemination. This workshop covered the aspects of:

- Plan review
- Activities
- Template to use for reporting new activities

Antonio outlined the various templates that will need to be completed in order to meet the outcomes of this workshop. For each activity the template must be completed and sent to Antonio. The templates outlined were:

- Students Guide
- The catalogue
- Learning Outcomes

Antonio's presentation was distributed at the meeting.

6. WORKSHOP 5: QUALITY ASSURANCE

Workshop 5, focused on Quality Assurance and was presented by Omer Tezel and Antonio Mir. The focus of this workshop was:

- Quality management
- Website
- Financial reports
- Interim report
- Research and analysis
- Guidelines
- Catalogue Project X
- Advertising
- Monitoring and evaluation
- Reporting
- Project X internal assessment

The full presentation was distributed at the meeting.



7. WORKSHOP 6: SUSTAINABILITY

Workshop 6, was an open forum discussion around Project X sustainability. A detailed discussion took place where participants stressed the importance of teachers developing their projects to enhance mobility.

To link Project X to other initiatives to ensure progression and connectivity. In order to enhance the reputation of Project X and publicise the work that has been carried out by all partners.

Action:The partners were asked to take photographs of students carrying out projects.

The Fifth meeting to be held in Turkey Konya on 4th and 5th June 2015.

The meeting was closed with a presentation of certificates of attendance to all participants.