

**3rd Transnational Project Meeting Minutes**

MathE

2018-1-PT01-KA203-047361

**Date:** 2 – 3 December 2019

**Venue:** LIT - Moylish Park, Limerick, V94 EC5T - Ireland

**Participating partners:**

* EuroED (RO)
* Instituto Politécnico de Bragança (PT)
* Kaunas University of Technology (LT)
* Limerick Institute of Technology (IE)
* Pixel (IT)
* University of Genova (IT)

**Head of meeting:** Ana I. Pereira, Instituto Politécnico de Bragança (PT)

**Minutes taker:** Lorenzo Martellini, Pixel (IT)

**Table of contents**

[1. Agenda 2](#_Toc10529890)

[2. List of Participants 3](#_Toc10529891)

[3. Minutes 3](#_Toc10529892)

1. **Agenda**

|  |  |
| --- | --- |
| **Date:** | 2 – 3 December 2019 |
| **Venue:** | LIT - Moylish Park, Limerick, V94 EC5T – Ireland |

|  |  |  |
| --- | --- | --- |
| 1 |  | Welcome of Participants |
| 2 |  | Adoption of the agenda |
| 3 |  | Preparatory Activities: Involvement of target groups   * *Presentation of the results achieved* |
| 4 |  | Presentation of the 3 Intellectual Outputs |
|  | 4.1 | Intellectual output 1: Student's Assessment Toolkit   * *Presentation of the current results and functionalities of the platform* |
|  | 4.3 | Intellectual output 2: Online Math Library of Video Lessons and Teaching Materials   * *Presentation of the current results* |
|  | 4.4 | Intellectual output 3: Community of Practice   * *Presentation of the planned activities and expected results* |
| 5 |  | Presentation of the project’s events |
|  | 5.1 | Multiplayer events (ME)   * *Presentation of the templates for carrying out the activities (ME1 – 2 – 3 – 4)* |
|  | 5.2 | Training Activity in Braganca (TA)   * *Presentation of the planned activities and expected results* |
| 6 |  | Presentation of the Project Management Activities (PM) |
|  | 6.1 | Presentation and analysis of PM1: Coordination of Activities   * *Presentation of the current situation* * *Schedule of future meeting* |
|  | 6.2 | Financial reporting of the project   * *Questions and answers session* |
|  | 6.3 | Presentation and analysis of PM2: Dissemination   * *Presentation of the current results* |
|  | 6.4 | Presentation and analysis of PM3: Exploitation   * *Presentation of the current results* |
|  | 6.5 | Presentation and analysis of PM4: Evaluation   * Presentation of the activities to be carried out |
| 7 |  | Any Other Business |
| 8 |  | Meeting Evaluation |

1. **List of Participants**

|  |  |
| --- | --- |
| **Name and Surname** | **Sending Organisation** |
| Ana I. Pereira | Instituto Politécnico de Bragança (PT) |
| Arvid Perego | University of Genova (IT) |
| Carmen Antonita | EuroED (RO) |
| Daiva Petkevičiūtė-Gerlach | Kaunas University of Technology (LT) |
| Florbela Fernandes | Instituto Politécnico de Bragança (PT) |
| Lina Dindienė | Kaunas University of Technology (LT) |
| Lorenzo Martellini | Pixel (IT) |
| Marie Walsh | Limerick Institute of Technology (IE) |

1. **Minutes**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| * **Welcome to Participants**   Marie Walsh from Limerick Institute of Technology (IE) welcomes all the project partners to Limerick and thanks them for coming at the meeting. She provides the partners with some practical information about facilities of the meeting room, social events accompanying the partners meeting and suggestions to enjoy their stay in Limerick.   * **Adoption of the agenda**   Lorenzo Martellini from Pixel (IT) explains the meeting folder.  The meeting agenda is introduced and adopted by all partners.   * **Introduction to the project context and background**   Ana Isabel Pereira from Instituto Politécnico de Bragança (PT) presents MathE Project background. Students of scientific and economics subjects at higher education level often lack the basic maths skills to effectively follow their lectures.  The target groups are:   * Math Lecturers * Math Students at university level * Policy Makers in the Field of Education   The main project tangible results are 3 intellectual outputs:   * Students’ Assessment Toolkit * Online Math Library of Video Lessons and Educational Material * Teachers’ and Students’ Community of Practices   Enhance the quality of teaching and improve pedagogies and assessment methods by:   * Facilitating the identification of students’ gaps in Math * Providing Math teachers with appropriate digital sources * Enhancing transnational sharing of innovative teaching sources * **Preparatory Activities: Target Groups Involvement**   **Actions to be Carried Out**  Involvement of target groups:   * + 25 lecturers   + 100 students   **Templates and Tools**  PM1.A – Lecturer Information  PM1.B – Student Information  PM1.C – Role of the Target Groups  Lorenzo Martellini presents the templates to the partners. The templates are analyzed, discussed, modified and approved asking to add a sentence related to the General Data Protection Regulation.  The final version of the templates is attached to the minutes.  **Expected Results**  Each country should select and upload on the project portal at least:   * + 5 Lecturers   + 20 Students   **Current Results**    **Deadlines**  15 December 2019  LIT (IE)  Upload on the project portal the target group information   * **Presentation of the Intellectual Outputs of the MathE Project**   + **Intellectual Output 1: Student's Assessment Toolkit**   **Actions to be Carried Out**   |  |  | | --- | --- | | IO1.1) Creation of all templates needed for carrying out the activities | 1 October 2018  15 October 2018 | | IO1.2) Development of the dedicated project portal section | 1 October 2018  30 November 2018 | | IO1.3) Definition of the questions for the Assessment Tools | 1 October 2018  30 June 2019 | | IO1.4) Review of the questions for the Assessment Tools | 1 April 2019  31 December 2019 |   **Templates and Tools**   * IO1.A – Assessment Tools   Ten Math topics are identified and assigned to each partner as follows:   * Manipulation of algebraic expressions (LIT) * Real Functions of a single variable (UniGenova) * Integration (IPB) * Matrix and determinats (KTU) * Linear systems (UniGenova) * Graphs (LIT) * Optimization (IPB) * Statistics (KTU) * Real Functions of several variables (TUIasi) * Differential equations (TUIasi)   **Expected Results**   * Identification of 10 Math topics * Distribution of 2 Math topics per partner * Each HEI partner for each of the 2 Math topics should define: * 40 questions/answer for the Student Need Assessment Tool * 20 questions/answer for the Student Assessment Tool * EuroED will give technical support to TUIasi   Each HEI partner should review questions/answers for at least 3 Math topics.  **Current Results For Self Assessment**          **Current Results For Final Assessment**          **Deadlines**  **9 December 2019**  HEIs  Revision of the questions/answers produced for SNA  **16 December 2019**  TUIasi (RO)  Definition for each of the 2 Math topics:   * 20 questions/answer for the Student Final Assessment Tool   **20 December 2019**  HEIs  Revision of the questions/answers produced for SNA   * + **Intellectual output 2: Online MathE Library of Video Lessons and Teaching Materials**   Ana I. Pereira from Instituto Politécnico de Bragança (PT) presents the overview of the activities to be carried out in the framework of the Intellectual Output 2.  **Actions to be Carried Out**   |  |  |  | | --- | --- | --- | | IO2.1) Creation of all templates needed for carrying out the activities | 1 April 2019  30 April 2019 | | | IO2.2) Identification and review of existing videos | 1 May 2019  31 August 2019 | | | IO2.3) Production/adaptation of video lessons | 1 September 2019  31 January 2020 | | | IO2.4) Production/adaptation of teaching material | 1 July 2017  30 July 2017 | | IO2.5) Review the proposed materials | 1 February 2020  30 May 2020 | | IO2.6) Preparation of the guide for the online version | 1 June 2020  30 September 2020 |   **Templates and Tools**  IO2.A – Existing Video Review  IO2.B – Video Lessons  IO2.C – Teaching Material  IO2.D – Teaching material review  Templated IO2.A e IO2.B are presented, discussed, modified and approved. The approved version is attached to the minutes.  **Expected Results**   * Identification and review, by HEIs, of 5 existing videos for each of the 2 assigned topics * Production/adaptation, by HEIs\*, of 5 video lessons for each of the 2 assigned topics * Production/adaptation, by each partner, of 10 Teaching material (podcast, pdf, …) for each of the 2 assigned topics   \* EuroED will take care of the video editing of the Romanian video lessons  **Current Results**    Each partner presents the video lesson produced. The video lessons are discussed and the partners agreed on their structure.  The template for the teaching material is analysed, reviewed and approved. The final version is attached to the minutes and available in the download section of the web site.  **Deadlines**  **20 December 2019**  TUIasi (RO)  Identification and review of existing videos (5 per assigned topic or subtopic)  **31 January 2020**  HEIs and EuroED (RO)  Production/adaptation of at least 1 video lesson  **30 April 2020**  HEIs and EuroED (RO)  Production/adaptation of video lessons (5 per assigned topic)  **30 May 2020**  HEIs  Production/ adaptation of 10 supporting learning material (podcast, pdf, …) for each assigned topic  **15 June 2020**  HEIs  Review supporting learning material   * + **Intellectual output 3: Community of Practice**   Ana I. Pereira from Instituto Politécnico de Bragança (PT) presents the overview of the activities to be carried out in the framework of the Intellectual Output 3.  **Actions to be Carried Out**   |  |  |  | | --- | --- | --- | | IO3.1) Creation of all templates needed for carrying out the activities | 1 May 2020  30 May 2020 | | | IO3.2) Contribution to the community of practice from target groups | 1 June 2020  30 August 2020 | | | IO3.3) Contribution to the community of practice from target groups related to good practice | 1 September 2020  30 October 2020 | | | IO3.4) Production of the online guidebook of good practices | 1 November 2020  31 December 2020 | | IO3.5) Review the online guidebook of good practices | 1 January 2020  31 January 2020 | | IO3.1) Creation of all templates needed for carrying out the activities | 1 May 2020  30 May 2020 |   Ana Pereira from IPB (PT) gives a presentation of the purpose and the structure of the Community of practice. The presentation is attached.  The teacher forum will have the following topics:   * Experiments using MathE * Motivational tips in Math Subjects * Scientific publications in Math Educational Math teaching tools Activities using active based learning   Partners can propose new topics.  The student forum will be organised according to the topics and subtopics.  **Templates and Tools**  IO3.A – Structure of the Community  IO3.B – Contribution Form  IO3.C – Good Practice Form  **Expected Results**   * Active Community of Practice * Identification of good practices * Online guidebook of good practices   **Deadlines**  **31 January 2020**  IPB (PT)  Definition of the final list of the topics for the teachers` forum  **31 January 2020**  IPB (PT)  MathE around the World  **30 March 2020**  EuroEd (RO)  Guidebook – Part 1: MathE usability  **30 May 2020**  Pixel (IT)  Teacher/Student Forum  **30 October 2020**  All HEIs  Guidebook – Part 2: MathE experiments  **30 November 2020**  EuroEd (RO)  Guidebook Edition   * **Presentation of the project’s events**   Lorenzo Martellini from Pixel (IT) presents the multiplier events which are foreseen in project.   * + **Multiplayer events (ME)**   **Actions to be Carried Out**  Organisation of a 5 dissemination events at national level on the:   * + Student's Assessment Toolkit   + Online Math Library of Video Lessons and Teaching Materials   + Community of Practice     **Templates and Tools**  ME.1 - Multiplier Event Form  ME.2 - Programme Template  ME.3 - List of Participants Template  ME.4 - Minutes form  **Expected Results**  4 dissemination events  LIT (IE), UniGenova (IT), KTU (LT), TUIasi (RO)   * + involvement of 20 lecturers/researchers/teachers/policy makers (only participants from organisations other than the beneficiaries)   Project Final Conference:  IPB (PT)   * + involvement of 40 participants lecturers/researchers/teachers/policy makers (only participants from organisations other than the beneficiaries)   **Deadlines**  **31 January 2021**  HEIs  Sending of documents related to the multiplier events   * + **Training Activity (TA)**   **Actions to be Carried Out**   * Organisation in Braganca of a training event:   + Topics: efficient use of the IOs during the lesson and for self learning   + Participants: **2 members of the staff per each HEIs**   + Period: 1 – 7 November 2020   + Duration: 7 days (including 2 travelling days)   + Certification: ECTS credits according to the duration of the training course     **Templates and Tools**   * TA.1 – Register * TA.2 – Programme * TA.3 – Certificate * TA.4 – Contents for the Mobility Europass * TA.5 – Participants Profile * TA.6 – Report     **Deadlines:**  **30 May 2020**  IPB (PT), Pixel (IT)  Definition of the Contents for the Europass  **30 July 2020**  HEIs  Identify 2 participants in the training activity  Contact the National Europass Centre ([link](https://europass.cedefop.europa.eu/about/national-europass-centres)) to activate the Europass Mobility for each participant  **30 October 2020**  HEIs  Elaborate some individual literature review  **2 – 6 November 2020**  IPB (PT)  Delivery of the training activity and sending to Pixel of the related material (register and report on the training activity)  **15 December 2020**  IPB (PT)  Sending to Pixel of supporting documents (Report on the training activity, Register of participants, Programme, Certificates)  **15 December 2020**  HEIs  Sending to Pixel of supporting documents: copies of the Europass certificates, description of the participants profiles and selection methodology    The Europass Mobility is document to record knowledge and skills acquired in another European country. It is for any person moving to a European country to learn or acquire a work experience, whatever their age or level of education.   * **Presentation of the Project Management Activities (PM)**   The project Management includes 4 different activities:   * Coordination of activities * Dissemination * Exploitation * Quality and monitoring Plan   + **Presentation and analysis of PM1: Coordination of Activities**   **Activity to be carried out**   * Attendance to the partners meeting   + 1st Meeting: Florence (IT), October 2018   + 2nd Meeting: Kaunas (LT), May 2019   + 3rd Meeting: Limerick (IE), December 2019   + 4th Meeting: Braganca (PT), 25 – 26 June 2020   + 5th Meeting: Iasi (RO), February 2021 * Production of project reports   **Template and Tools**   * PM1.D – In progress activities reports * PM1.E – Financial Manual (*external annex*) * PM1.F – Financial Forms (*external annex*) * PM1.G - Template of Mobility Declaration     **Current Results**    **Expected Results**  Reports  Production of:   * Three months period online Activities Reports * Yearly Financial Report   **Deadlines**  **Every three months** (30 May 2020, 30 August 2020, 30 November 2020, 28 February 2020-2021)  All Partners   * Production of Activities Report Forms   **15 March 2021**  All Partners  Financial Reports   * + **Project Management: PM2 – Dissemination**   Lorenzo Martellini explains the aim of dissemination events making examples of the main events that can be considered under dissemination purposes.  **Activity to be carried out**   * Development and translation of project brochures * Organization of at least 1 dissemination event on the project every month * Creation of a Facebook page * Production of the best practice dissemination report * Production of transnational dissemination report * Mobile version of the web site: <http://host1.allyou.srl/00progetti/mathe/>   **Template and Tools**   * Template: PM2.A – In progress dissemination reports * Template: PM2.B – How to write the Best Practice Dissemination Report   Lorenzo Martellini from Pixel (IT) shows the 2 templates and explains how to use and fill in them.  **Expected Results**   * Project Brochure in all partners languages * Database of dissemination events on the portal * Facebook Page * National Best Practice Dissemination Report * Transnational Dissemination Report   **Current Results**    **Deadlines**  **Every three months** (30 May 2020, 30 2020, 30 November 2019-2020, 28 February 2020-2021)  All partners  Upload of 1 dissemination events per month  **Every month**  All partners  Contribution to the Facebook page    **28 February 2021**  All partners  Final Best Practice Dissemination Report   * + **Project Management: PM3 - Exploitation**   Lorenzo Martellini explains the aim of the exploitation which is to ensure that the project will continue after the funding period and that the intellectual outputs will be used by the end users in the future.  In order to achieve this objective the partners will promote the portal and the intellectual outputs trough link on educational web sites. Partners will also involve associate partners that will give their support in the dissemination of the project intellectual outputs with their network of contacts.  **Actions to be Carried Out**  Involvement in the project of associated partners  Collection of exploitation links  **Template and Tools**  PM3.A - Associated Partner Letter  PM3.B - Associated Partner Information  PM3.C – Exploitation links  Lorenzo Martellini presents the Template and Tools and the partners approve them.  **Expected Results**  Involvement of 6 associated partners  Collection of 6 exploitation links  **Current Results**    **Deadlines**  **31 December 2019**  All Partners   * Involvement of 1 associated partners * Collection of 1 exploitation links   **31 March 2020**  All Partners   * Involvement of 3 associated partners * Collection of 3 exploitation links   **15 February 2021**  All Partners   * Involvement of a total number of 6 associated partners * Collection of a total number of 6 exploitation links   + **Presentation and analysis of PM4: Quality and Monitoring Plan**   Lorenzo Martellini from Pixel (IT) presents the idea under the current Activity.  **Actions to be carried out**   * Collection of testimonials * Production of testing evaluation report * Production of transnational evaluation report   **Template and Tools**   * PM4.A – Quality Plan * PM4.B – Project Meeting Evaluation Questionnaire *(partners)* * PM4.C – Project Evaluation Questionnaire *(partners)* * PM4.D – Evaluation Questionnaires for Intellectual Outputs *(end users)* * PM4.E – Tool for questionnaires analysis * PM4.F – How to write the Evaluation Report on Intellectual Outputs   **Expected Results**   * 3 issues of the Quality Plan * 6 testimonials per country * 20 evaluation questionnaires per country * 1 Testing Evaluation Report per country     **Deadlines**  **31 January 2021**  All Partners  Collection of 6 testimonials  Collection of 20 evaluation questionnaires  Sending of evaluation report on the IOs   * **Calendar of Activities and Reminder on Project Deadlines** * Lorenzo Martellini from Pixel (IT) presents all the deadlines foreseen for the project. It is agreed that all the partners have a week in order to propose changes to deadlines. The reviewed calendar of activities and calendar of deadlines will be enclosed to the meeting minutes as annexes. * **Schedule of Future Meetings**   All partners agree to have the third partners’ meeting on 25 – 26 June in Braganca (PT)   * **Any Other Business**   Since there are no further matters for discussion, Lorenzo Martellini from Pixel (IT) thanks all participants for attending the meeting and he then declares the end of the meeting.   * **Meeting Evaluation**   Lorenzo Martellini from Pixel (IT) distributes to all partners the evaluation form that will be used to report their impressions on the meeting.  **Annexes:**  Annex 1 - Project presentation  Annex 2 - Community of Practice  Annex 3 - Calendar of deadlines  Annex 4 - IO2.F - Teaching Material |