

**4th Transnational Project Meeting Minutes**

MathE

2018-1-PT01-KA203-047361

**Date:** 25 June 2020

**Venue:** Online, video recording available at

**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)

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1. **Agenda**

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| **Date:** | 25 June 2020 |
| **Venue:** | Online |

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| 1 |  | Welcome of Participants | IPB | |
| 2 |  | Adoption of the agenda | Pixel | |
| 3 |  | Preparatory Activities: Involvement of target groups   * *Presentation of the results achieved* | Pixel | |
| 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* | Pixel | |
|  | 4.3 | Intellectual output 2: Online Math Library of Video Lessons and Teaching Materials   * *Presentation of the current results (Pixel)* * *Partners’ discussion about teaching resources uploaded* | Pixel and all partner | |
|  | 4.4 | Intellectual output 3: Community of Practice   * Presentation of the Community of platform | Pixel | |
| 5 |  | Presentation of the project’s events | |  |
|  | 5.1 | Multiplayer events (ME)   * *Timing of the events* | | All partners |
|  | 5.2 | Training Activity in Braganca (TA)   * *Timing of the event* | | All partners |
| 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* * *Project Extension* | | Pixel |
|  | 6.2 | Financial reporting of the project   * *Questions and answers session* | | Pixel |
|  | 6.3 | Presentation and analysis of PM2: Dissemination   * *Presentation of the current results* | | Pixel |
|  | 6.4 | Presentation and analysis of PM3: Exploitation   * *Presentation of the current results* | | All partners |
|  | 6.5 | Presentation and analysis of PM4: Evaluation   * Presentation of the activities to be carried out | | Pixel |
| 7 |  | Any Other Business | | All partners |

1. **List of Participants**

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| **Name and Surname** | **Sending Organisation** |
| Ana Pereira, Florbela Fernandes and Fátima Pacheco | Instituto Politécnico de Bragança (PT) |
| Arvid Perego | University of Genova (IT) |
| Carmen Antonita, Andreea Cleminte | EuroED (RO) |
| Vida Drąsutė, Kristina Šutienė, Aušra Žvironienė | Kaunas University of Technology (LT) |
| Lorenzo Martellini | Pixel (IT) |
| Marie Walsh | Limerick Institute of Technology (IE) |
| Marcel Roman | University of Iasi |

1. **Minutes**

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| 1. **Welcome to Participants**   Ana Pereira from IPB (PT) welcomes all the project partners to the online meeting organized on the BBB platform by Pixel.   1. **Adoption of the agenda**   Lorenzo Martellini from Pixel (IT) presents the meeting agenda that is introduced and adopted by all partners.   1. **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**     1. **Presentation of the Intellectual Outputs of the MathE Project**   **4.1 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  **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**  **15 July 2020**  UniGe (IT), IPB PT)  Review questions for final assessment   * 1. **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**        **Deadlines**  **30 November 2020**  All partners  Upload missing video lessons  **15 December 2020**  All partners, but LIT (IE)  Upload missing teaching resources   * 1. **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 |   **Templates and Tools**  IO3.A – Structure of the Community  IO3.B – Good Practice Form  **Expected Results**   * Active Community of Practice * Identification of good practices * Online guidebook of good practices   **Current Results**   * Students’ Community available at [https://student-mathe.pixel-online.org](https://student-mathe.pixel-online.org/) * Lecturers’ Community available at [https://teacher-mathe.pixel-online.org](https://teacher-mathe.pixel-online.org/) * Both communities support insertions of math functions according to <https://katex.org/docs/supported.html>   **Discussions For Lecturers’ Community**   * Experiments using MathE (IPB) * Motivational tips in Math Subjects (UniIasi) * Scientific publications in Math Educational (UniGe) * Math teaching tools (LIT) * Activities using Activity-Based Learning (KTU)   The moderators are the ones between brackets)  **Discussions For Students’ Community**  Topics on MathE (IPB)  **Possible tags**  #MathEsuggestions; #finalassessment; #teach; #TELbased;  #selfassessment; #games; #videos; #learn;  #education; #inquirybased; #projectbased;  #Flippedclassroom  **Contribute to the list of TAGS:**  <https://docs.google.com/spreadsheets/d/1RyBu_EypqklvMWjuKnHcD3aYAlaBNE6Wp-v2qSAxt4Q/edit?usp=sharing>  **Deadlines**  **31 January 2020**  IPB (PT)  Definition of the final list of the topics for the teachers` forum  **15 September 2020**  Pixel and EuroED  Production of template for good practice  **30 September 2020**  HEIs  Suggest tags for discussions  **15 December 2020**  All HEIs  Identification of 2 good practices and upload them on the forum dedicated to “Experiments using MathE”    **31 January 2020**  EuroEd (RO)  Guidebook Edition   1. **Presentation of the project’s events**   Lorenzo Martellini from Pixel (IT) presents the multiplier events which are foreseen in project.   * 1. **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**  **30 June 2021**  HEIs  Sending of documents related to the multiplier events   * 1. **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: 12 – 16 April 2021 * Duration: 7 days (including 2 travelling days) * Certification: ECTS credits according to the duration of the training course   More information are available in the PPT presentation annexed to the minutes  **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 November 2020**  IPB (PT), Pixel (IT)  Definition of the Contents for the Europass  **30 January 2021**  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 March 2021**  HEIs  Elaborate some individual literature review  **12 – 16 April 2021**  IPB (PT)  Delivery of the training activity and sending to Pixel of the related material (register and report on the training activity)  **15 May 2021**  IPB (PT)  Sending to Pixel of supporting documents (Report on the training activity, Register of participants, Programme, Certificates)  **15 May 2021**  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.   1. **Presentation of the Project Management Activities (PM)**   The project Management includes 4 different activities:   * Coordination of activities * Dissemination * Exploitation * Quality and monitoring Plan   1. **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: Online, June 2020 * 5th Meeting: Braganca (PT), 15 – 16 April 2021 * 6th Meeting: Iasi (RO), July 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     **Expected Results**  Reports  Production of:   * Three months period online Activities Reports * Yearly Financial Report   **Current Results**    Partners discuss the possibility to extend the project duration due to the impact of the Covid-19. All of them agree to extend the project for 6 months in order to have the possibility to:   * Complete the production of the video lessons * Properly test the platform with the students * Carry out the multiplier events * Organize the training activity   **Deadlines**  **Every three months** (30 August 2020, 30 November 2020, 28 February 2021, 30 May 2021, 30 August 2021)  All Partners  Production of Activities Report Forms  **15 September 2021**  All Partners  Financial Reports   * 1. **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 August 2020, 30 November 2020, 28 February 2021, 30 May 2021, 30 August 2021)  All partners  Upload of 1 dissemination events per month  **Every month**  All partners  Contribution to the Facebook page    **30 June 2021**  All partners  Final Best Practice Dissemination Report   * 1. **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**  **30 September 2020**  LIT (IE), UniIasi (RO)  Involvement of 3 associated partners  Collection of 3 exploitation links  **30 June 2021**  All Partners  Involvement of a total number of 6 associated partners  Collection of a total number of 6 exploitation links   * 1. **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   1. **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.   1. **Schedule of Future Meetings**   All partners agree to have the fifth partners’ meeting on 15 – 16 April 2021 in Braganca (PT)   1. **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.   1. **Meeting Evaluation**   Lorenzo Martellini from Pixel (IT) send a link to all partners to carry out the meeting evaluation.  **Annexes:**  Annex 1 - Project presentation  Annex 2 - Calendar of deadlines |