

**KA2 VET ERASMUS+ Partnership  
(2016-1-HU01-KA202-022952)**

**VETIVER PROJECT**

**MINUTES  
of  
3rd Project Meeting, Patras, GREECE  
June 22<sup>nd</sup> – 23<sup>rd</sup> 2017**



**Erasmus+**



## 1. People attending the meeting

### **From SZÁMALK-Szalézi Szakgimnázium, Hungary :**

Krisztina Juhász

Peter Bok

### **From Fundación Siglo22, Spain:**

Mariano Sanz Prieto

Gema de Pablo González

### **From Torridge Training Consultants Ltd, UK:**

Kenny Payne

Bob Ellis

### **From Afyonkarahisar Mesleki ve Teknik Anadolu Lisesi, Turkey:**

Hakan Avşar

Osman Sütpinar

Hüseyin Kubilay Sahin

### **From Achaia Adult Education Institute, Greece :**

Kyriaki Vamvaka-Christodouloupoulou

Anthi Karatantou

Christos Christakoudis

Dimitra Alexiou

Stratos Marinos

## 2. Minutes of the meeting

The meeting started with the welcome of the Achaia Director, Kyriaki Vamvaka, who presented Greece and the area. She also introduced some students who are involved in the project.

Then we had a brief overview of all the issues that should be discussed and solved in the project which mainly were around the first three intellectual outputs. After that, we started to discuss the project.

Concerning the “Project Management Document” all the reports, apart from the exploitation plan, due for 2018, are done, and the document is available in moodle, in the Management area (<http://vetiver.4eclass.net/course/view.php?id=75>). The direct link is the following:  
<http://vetiver.4eclass.net/mod/resource/view.php?id=5768> .

So the status can be seen in the following list:

#	Task	Timeline	Status	Comments
1	Project Management	All the project	Ongoing	general ongoing management of the project
2	Evaluation Plan (TTC)	February 17	DONE	Report about how the project will be evaluated and results. With updates each 6 months with results from questionnaires
3	Technological Plan (FS22)	February 17	DONE	Report about technology to be used in the project
4	Communication Plan(ACHEI)	February 17	DONE	Report about the communication tools to be used in the project
5	Social Networks (AfyonMTAL)	February 17	DONE	Report about how social networks will be used in the project
6	Exploitation Plan (SZAMALK)	April-June 18	to be done	Report to be prepared at the end of the project

Then we revised the Moodle environment, and the structure of categories and courses, which will be the following:

## 1. VETIVER

### 1.1 VETIVER PROJECT

Vetiver Management (Repository of project results)

### 1.2 UK

1.2.1 Teacher training -All this 3rd level categories will be replicated in the other countries

C1 Changing the Learning Paradigm

C2 New Evaluation Models

C3 Learning Environments

1.2.2 Entrepreneurship

1.2.3 English

1.2.4 ICT

1.2.5 Furniture

1.2.6 Interior Designer

1.2.6 Interior Design Technology

### 1.3 HUNGARY

### 1.4 SPAIN

### 1.5 TURKEY

### 1.6 GREECE

Then, we revised the google drive structure. There, there is a folder for the Vetiver project ( <https://drive.google.com/drive/folders/0B5nuZv9okZKvMUJrS0RGQlV5a0U> ) which is share for editing everything in that folder with the following google users:

- Mariano Sanz Prieto
- Kenny Payne
- Krisztina Juhász
- Gema de Pablo Gonzalez
- Hüseyin Kubilay Şahin
- Hakan Avşar
- Kyriaki Vamvaka

Inside the folder we have a file for the creation and translation of newsletters ([https://docs.google.com/spreadsheets/d/1nw8z2NoaoJ\\_5M4TpnQD4sYg\\_5Dcf\\_qx\\_XQ79NoR\\_je4/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1nw8z2NoaoJ_5M4TpnQD4sYg_5Dcf_qx_XQ79NoR_je4/edit?usp=sharing)). Please, all the partners should send if they need any more people to access concrete files, so that access for editing to that files can be provided.

The files, besides the mentioned one, are the Metadata Taxonomy and the Enumerations Taxonomy

We also revised the access to Owncloud, which will have the following structure

VETIVER\_2016-1-HU01-KA202-022952 (Shared all with organisation leaders for reading)  
E+\_VETIVER\_FINAL\_DOCUMENTS  
E+\_VETIVER\_MANAGEMENT  
E+\_VETIVER\_WORK (this is share for editing also)

All the partners should send which people they need to give access to that last folder, where we will have working versions and upload folders for partners.

Then we work on the interim report, which should be send by the end of June. That was done using a shared file in google drive also.

After that, we started to talk about each Intellectual Output. The main discussion about them is summarised in the following table:



#	Intellectual Outputs (responsible)	Status	Comments
1	IO1. VETIVER HANDBOOK AND TAXONOMIES (TTC)	Taxonomy finish First version of Handbook done	Concerning taxonomies: 1. Taxonomies report is finish 2. Thesaurus. Thesaurus is finish in all the languages 3. For Multilevel evaluation the global evaluation by user is available in the site. The other levels will be ready in September Concerning itineraries 4. Itineraries. First version of the itineraries document is produced in Spanish. It will be translated to English in the coming weeks Concerning handbook 5. Handbook. Report with overall view for someone who wants to implement the project in their school is ready.
2	IO2. VETIVER REPOSITORY (FS22)	Repository DONE	Here we will implement the VETIVER repository. This means: 1. The repository is available with the interface in all the languages of the partners, running the thesaurus. 2. The App functionalities should concentrate on searching and only sending possible url for inclusion which should be completed on the computer.
3	IO3.OPEN EDUCATIONAL RESOURCES (OER) CREATION (AfyonMTAL)	Ongoing	In this IO all the resources are created, in SCORM packages, using Captivate . The resources created will deal with the following subjects 1. Methodologies and Multiple Intelligences (FS22) 2. Service Based Learning Resources and use of OER (FS22) 3. ePortfolio and Rubrics (FS22) 4. Entrepreneurship OER (TTC) 5. ICT OER (SZAMALK) 6. English OER (ACHAIA) 7. Interior Designer OER (SZAMALK) 8. Furniture (AFYON MTAL) 9. Interior Design Technology OER (AFYON MTAL)
4	IO4. COURSES, ITINERARIES AND VETIVER PLATFORM IMPLEMENTATION (ACHEI)	Ongoing	We are creating the courses in Moodle, in the required category for each one, together with Mahara. Both platforms are up and running. Then, all the resources will be used in the courses
5	IO5. VETIVER PILOT (SZAMALK)	TO BE DONE	In the IO we run 3 pilots: 1. For teachers, to train them in the methodology and the repository. (Starting 20th September 17 and open since then) 2. The first pilot for learners with 2 transversal courses and 1 specific (Starting 4th November 17) 3. The second pilot for learners with 2 transversal courses and 1 specific (Starting 1st February 18)
6	IO6.VETIVER GUIDELINES (FS22)	TO BE DONE	The Guidelines will show any teacher how to use the project, meaning the methodology, the repository, how to deal with eportfolio evaluation and how to use VETIVER itineraries and courses

And going more in detail, we split them in concrete subtasks to be done which are:

#	Intellectual Outputs Tasks	Timeline	Status	Comments
1	IO1. VETIVER HANDBOOK AND TAXONOMIES (TTC)			
1.1	O1/A1 VET Taxonomies (AVTAS)	January 17	<b>DONE</b>	Taxonomy report is finish. It is available in moodle in <a href="http://vetiver.4eclass.net/mod/resource/view.php?id=5749">http://vetiver.4eclass.net/mod/resource/view.php?id=5749</a>
1.2	O1/A2 VET EUN/LRE Thesaurus in VET (FS22)	January 17	<b>DONE</b>	All the partners have finish their version of the thesaurus and is available in an excel in moodle ( <a href="http://vetiver.4eclass.net/mod/resource/view.php?id=5784">http://vetiver.4eclass.net/mod/resource/view.php?id=5784</a> ). Partner will finis also the rotated version of the thesaurus in their own languages in the coming months. English and Spanish are already done and available in Moodle: EN ( <a href="http://vetiver.4eclass.net/mod/resource/view.php?id=5848">http://vetiver.4eclass.net/mod/resource/view.php?id=5848</a> ), ES ( <a href="http://vetiver.4eclass.net/mod/resource/view.php?id=5849">http://vetiver.4eclass.net/mod/resource/view.php?id=5849</a> )
1.3	O1/A3 VET Itineraries (SZAMALK)	May 17	<b>DONE</b>	First version of the itineraries document is produced in Spanish. It will be translated to English and shared with partners. It includes the theoretical basis of the use of itineraries. These will be 3 related with content delivery, 2 with evaluation and 3 with communication, which might be mixed in any course created by a teacher.
1.4	O1/A4 VETIVER Handbook (TTC)	March 17	<b>DONE</b>	The first version of Handbook is ready including all the information concerning how to implement Vetiver project in a school. This version will be check out with teachers and changed according to their feedback to be sure we are covering the needs of the technical teachers in schools.



#	Intellectual Outputs Tasks	Timeline	Status	Comments
2	I02. VETIVER REPOSITORY (FS22)			
2.1	O2/A1 Multilinguality (ACHAIA)	February 17	<b>DONE</b>	The taxonomy of I01 has to be translated from English to Hungarian, Turkish, Greek and Spanish, and also all the interfaces in the repository site are translated and the repository interface is available in all the languages now: EN <a href="http://vetiverproject.eu/repository?langr=en">http://vetiverproject.eu/repository?langr=en</a> HU <a href="http://vetiverproject.eu/repository?langr=hu">http://vetiverproject.eu/repository?langr=hu</a> ES <a href="http://vetiverproject.eu/repository?langr=es">http://vetiverproject.eu/repository?langr=es</a> TR <a href="http://vetiverproject.eu/repository?langr=tr">http://vetiverproject.eu/repository?langr=tr</a> GR <a href="http://vetiverproject.eu/repository?langr=el">http://vetiverproject.eu/repository?langr=el</a>
2.2	O2/A2 Thesaurus Implementation (FS22)	March 17	<b>DONE</b>	The thesaurus is integrated in the repository, and it is used when entering the metadata with the interface in the language selected: EN <a href="http://vetiverproject.eu/components/com_recursos/exthtml/eunThesaurus.php?lang=en&amp;value=">http://vetiverproject.eu/components/com_recursos/exthtml/eunThesaurus.php?lang=en&amp;value=</a> HU <a href="http://vetiverproject.eu/components/com_recursos/exthtml/eunThesaurus.php?lang=hu&amp;value=">http://vetiverproject.eu/components/com_recursos/exthtml/eunThesaurus.php?lang=hu&amp;value=</a> ES <a href="http://vetiverproject.eu/components/com_recursos/exthtml/eunThesaurus.php?lang=es&amp;value=">http://vetiverproject.eu/components/com_recursos/exthtml/eunThesaurus.php?lang=es&amp;value=</a> TR <a href="http://vetiverproject.eu/components/com_recursos/exthtml/eunThesaurus.php?lang=tr&amp;value=">http://vetiverproject.eu/components/com_recursos/exthtml/eunThesaurus.php?lang=tr&amp;value=</a> GR <a href="http://vetiverproject.eu/components/com_recursos/exthtml/eunThesaurus.php?lang=el&amp;value=">http://vetiverproject.eu/components/com_recursos/exthtml/eunThesaurus.php?lang=el&amp;value=</a> and it is also used for searching resources, in all the languages.
2.3	O2/A3 Multilevel Evaluation and user experience (FS22)	February 17	<b>ongoing</b>	Global evaluation of resources for users is ready. The other levels of evaluation (User Friendly, VET Curriculum Integration and Applicability in the classroom) will be integrated before teacher training starts in mid-september
2.4	O2/A4 Repository Integration (FS22)	Feb. - April 17	<b>DONE</b>	All the results until now are integrated in the first version of the VETIVER repository
2.5	O2/A5 Repository Mobile App (FS22)	October 17	<b>Started</b>	The App will be created to start to use it in October



#	Intellectual Outputs Tasks	Timeline	Status	Comments
3	<b>IO3.OPEN EDUCATIONAL RESOURCES (OER) CREATION (AfyonMTAL)</b>			It is important to use the template, and be sure that the captivates have the needed duration. Screens should not be full of text.
3.1	03/A1 Service Based Learning Resources and use of OER (FS22)	Sep 17	ongoing	4 resources ready in Spanish, doing tests of publishing and uploading to Moodle. All will be ready in Spanish and English by beginning of September
3.2	03/A2 Entrepreneurship OER (TTC)	Sep 17	ongoing	Scripts ready, 2 resources already in Captivate. All will be ready in September 17
3.3	03/A3 ICT OER (SZAMALK)	Sep 17	ongoing	4 resources ready and the scripts of the rest. All will be ready in September 17
3.4	03/A4 English OER (ACHAIA)	Sep 17	ongoing	6 resources ready and the scripts of the rest. All will be ready in September 17
3.5	03/A5 Interior Designer OER (SZAMALK)	Oct 17	ongoing	3 resources ready. All will be ready in September 17
3.6	03/A6 Furniture OER (AFYON MTAL)	Sep 17	ongoing	All will be ready in October 17
3.6	03/A6 Interior Design Technology OER (AFYON MTAL)	Oct 17	ongoing	All will be ready in October 17
	<b>IO4. COURSES, ITINERARIES AND VETIVER PLATFORM IMPLEMENTATION (ACHEI)</b>			
4.1	04/A1 eLearning and Portfolio Platform (FS22)	Dec. 16- Feb. 17	DONE	All the VETIVER platform will be operative to carry out the training and afterwards the pilots with teachers and students.
4.2	04/A2 Itineraries configuration and portfolio evaluation (ACHAIA)	Feb. 17 - June 17	ongoing	All the categories are created and the structure of course for the teachers pilot is also ready. The courses will be ready completely for using them by the 15th of September
4.3	Population of repository with external resources	Feb-March 17	ongoing	All the partners started introducing external resources in the repository. Will finish the 100 by September 17
	<b>IO5. VETIVER PILOT (SZAMALK)</b>			
	05/A1 Pilot with Teachers Service Based Learning (FS22)	Sep-October 17 and ongoing until April 18		Using all the courses created with the OERs developed for teachers the project will carry out pilots with teachers to test the model.





#	Intellectual Outputs Tasks	Timeline	Status	Comments
	05/A2 Pilot with students using Entrepreneurship, ICT, English and Furniture OERs (SZAMALK)	Oct. - Dec. 17		Using all the courses created with the OERs developed the project will carry out pilots with students to test the model.
5.1	05/A3 Pilot with students using all subjects OERs (AFYON MTAL)	Jan. - Apr. 18		
6	<b>IO6.VETIVER GUIDELINES (FS22)</b>			
6.1	06/A1 VETIVER Guidelines Versión 1 (SZAMALK)	September 17		The guidelines will show how to use all the environment and resources from VETIVER in an school. It will be updated 2 times during the project.
6.2	06/A2 VETIVER Guidelines Versión 2 (AFYON MTAL)	January 18		
	06/A3 VETIVER Guidelines Versión 3 (FS22)	June 18		

Concerning evaluation, all the questionnaires are developed in the web site:

- Meetings Evaluation
- Project progress
- Staff Training

and TTC will compile the results to evaluate the project progress and each meeting as was explained in the evaluation plan.

Concerning Dissemination and social networks the agreements are summarised in the following table

#	Dissemination Task	Timeline	Status	Comments
1	Project Web Site (FS22)	February 17	DONE	The repository will be included in the same platform, which will be Joomla
2	Newsletter 1 (SZAMALK)	March 17	DONE	We will use the same template as in Revetax. All the Newsletters will be translated to all the languages.
3	Newsletter 2 (TTC)	June 17	DONE	The responsible will compile the contents of the Newsletter and use the template to issue it
4	Newsletter 3 (ACHEI)	September 17	to be done	The responsible will compile the contents of the Newsletter and use the template to issue it
5	Newsletter 4 (Afyon-MTAL)	January 18	to be done	The responsible will compile the contents of the Newsletter and use the template to issue it
6	Newsletter 5 (Afyon-MTAL)	January 18	to be done	The responsible will compile the contents of the Newsletter and use the template to issue it
7	Facebook (FS22)	January 17	DONE	235 followers
8	Twitter (FS22)	January 17	DONE	22 followers
9	Instagram (AfyonMTAL)	January 17	DONE	
10	Poster and Leaflet (FS22)	February 17	DONE	FS22 has generate a first poster version and a leaflet

All the partners will collaborate in the dissemination using social networks, and report figures each 3 months.



Then we spend sometime creating the second newsletter of the project that will be send during the summer.

FS22 is testing MeetEdgard to use it for “programmed in advance” timeline of dissemination in Facebook and Twitter. The service is presented to all the partners and FS22 will go on testing and decide if subscribe for further use.

Concerning meetings, next meeting will be in Spain, between December and February, depending on how the work is going on. Anyway, we will go on with videoconferences each month.

All partners should revise the “VETIVER ACCESS RIGHTS” file in google drive (<https://docs.google.com/spreadsheets/d/1pWRTxScesK5qm-dUyFHZtFPMoR7v5n75Qy7T-mDIJNo/edit?usp=sharing>) to check and update which persons of their organisation should have access to what services and with which type of access.

And with that we closed a fruitful meeting where we had a join dinner on Thursday, and also our nice Greek partner invited us on Friday evening to a grill dinner at her house.