

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

**VETIVER PROJECT**

**MINUTES  
of  
4th Project Meeting, Madrid, SPAIN  
February 1<sup>st</sup> - 2<sup>nd</sup> 2018**



**Erasmus+**



## 1. People attending the meeting

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

Krisztina Juhász

József Halász

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

Mariano Sanz Prieto

Gema de Pablo González

Omar González López

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

Kenny Payne

Julie Ann Payne

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

Hakan Avşar

Osman Sütpinar

Hüseyin Kubilay Sahin

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

Kyriaki Vamvaka-Christodouloupoulou

Stratos Marinos

## 2. Minutes of the meeting

The meeting started with the welcome of the Siglo22 President, Gema de Pablo, who presented Spain, the educational system and the area. And of course the logistics to carry out during the meeting.

Concerning the “Project Management Document” all the reports, apart from the exploitation plan, due for the end of the project, 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 started with the revision of the Intellectual Outputs. The IO1 is completely finished now that the Handbook was revised and the Itineraries Report was produced by Siglo22, as we discovered there was a mistake in the application as Siglo22 is more competent for that report, and the Mobile App for the repository in IO2 is more in the competence of SZAMALK, so those two tasks were switched between the two partners..

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. All Multilevel evaluation is finished. Concerning itineraries 4. Itineraries. Finished in all the languages Concerning handbook 5. Handbook. Finished.
2	IO2. VETIVER REPOSITORY (FS22)	Repository DONE App Ongoing	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. SZAMAL is working on it

#	Intellectual Outputs (responsible)	Status	Comments
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 so far in the different subjects are 1. Teacher Training (FS22) 10 scorms in English 10 scorms in Spanish  2. Entrepreneurship OER (TTC) 8 scorms in English  3. ICT OER (SZAMALK) 8 scorms in English  4. English OER (ACHAIA) 10 scorms in English  5. Interior Designer OER (SZAMALK) 10 scorms in English  6. Furniture (AFYON MTAL) 10 scorms in English  7. Furniture Tools OER (AFYON MTAL) 8 scorms in English
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 in: <a href="http://vetiver.4eclass.net/">http://vetiver.4eclass.net/</a> and <a href="http://eportfolio.4eclass.net/">http://eportfolio.4eclass.net/</a>  Then, all the resources are used in the courses
5	IO5. VETIVER PILOT (SZAMALK)	Ongoing	In the IO we run the pilots: 1. For teachers, to train them in the methodology and the repository. 2. For learners using the courses done for students
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	01/A1 VET Taxonomies (AVTAS)	January 17	DONE	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	01/A2 VET EUN/LRE Thesaurus in VET (FS22)	January 17	DONE	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 have finish also the rotated version of the thesaurus in their own languages in the coming months. All the versions are 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> ), HU ( <a href="http://vetiver.4eclass.net/mod/resource/view.php?id=6063">http://vetiver.4eclass.net/mod/resource/view.php?id=6063</a> ) TR ( <a href="http://vetiver.4eclass.net/mod/resource/view.php?id=9357">http://vetiver.4eclass.net/mod/resource/view.php?id=9357</a> ), GR ( <a href="http://vetiver.4eclass.net/mod/resource/view.php?id=9358">http://vetiver.4eclass.net/mod/resource/view.php?id=9358</a> ).
1.3	01/A3 VET Itineraries (SZAMALK)	May 17	DONE	The itineraries document is ready in English and Spanish. EN ( <a href="http://vetiver.4eclass.net/mod/resource/view.php?id=6739">http://vetiver.4eclass.net/mod/resource/view.php?id=6739</a> ) ES ( <a href="http://vetiver.4eclass.net/mod/resource/view.php?id=6007">http://vetiver.4eclass.net/mod/resource/view.php?id=6007</a> ) 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.

#	Intellectual Outputs Tasks	Timeline	Status	Comments
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.
2	<b>IO2. VETIVER REPOSITORY (FS22)</b>			
2.1	O2/A1 Multilinguality (ACHAIA)	February 17	<b>DONE</b>	The taxonomy of IO1 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_rekursos/exthtml/eunThesaurus.php?lang=en&amp;value=">http://vetiverproject.eu/components/com_rekursos/exthtml/eunThesaurus.php?lang=en&amp;value=</a> HU <a href="http://vetiverproject.eu/components/com_rekursos/exthtml/eunThesaurus.php?lang=hu&amp;value=">http://vetiverproject.eu/components/com_rekursos/exthtml/eunThesaurus.php?lang=hu&amp;value=</a> ES <a href="http://vetiverproject.eu/components/com_rekursos/exthtml/eunThesaurus.php?lang=es&amp;value=">http://vetiverproject.eu/components/com_rekursos/exthtml/eunThesaurus.php?lang=es&amp;value=</a> TR <a href="http://vetiverproject.eu/components/com_rekursos/exthtml/eunThesaurus.php?lang=tr&amp;value=">http://vetiverproject.eu/components/com_rekursos/exthtml/eunThesaurus.php?lang=tr&amp;value=</a> GR <a href="http://vetiverproject.eu/components/com_rekursos/exthtml/eunThesaurus.php?lang=el&amp;value=">http://vetiverproject.eu/components/com_rekursos/exthtml/eunThesaurus.php?lang=el&amp;value=</a> and it is also used for searching resources, in all the languages.

#	Intellectual Outputs Tasks	Timeline	Status	Comments
2.3	O2/A3 Multilevel Evaluation and user experience (FS22)	February 17	<b>DONE</b>	All the levels of evaluation (User Friendly, VET Curriculum Integration and Applicability in the classroom) are included
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)	April 18	<b>ongoing</b>	The App will be created by Szamalk to start to use it in November
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. The SCORMS done are the following:
3.1	O3/A1 Teacher Training (FS22)	April 18	<b>ongoing</b>	10 scorms in English 10 scorms in Spanish
3.2	O3/A2 Entrepreneurship OER (TTC)	April 18	<b>ongoing</b>	8 scorms ready in English 8 scorms ready in Spanish
3.3	O3/A3 ICT OER (SZAMALK)	April 18	<b>ongoing</b>	8 scorms ready in English
3.4	O3/A4 English OER (ACHAIA)	April 18	<b>ongoing</b>	10 scorms ready in English
3.5	O3/A5 Interior Designer OER (SZAMALK)	April 18	<b>ongoing</b>	10 scorms ready in English
3.6	O3/A6 Furniture OER (AFYON MTAL)	April 18	<b>ongoing</b>	10 scorms ready in English
3.6	O3/A6 IFurniture Tools (AFYON MTAL)	April 18	<b>ongoing</b>	8 scorms ready in English
	<b>IO4. COURSES, ITINERARIES AND VETIVER PLATFORM IMPLEMENTATION (ACHEI)</b>			
4.1	O4/A1 eLearning and Portfolio Platform (FS22)	Dec. 16- Feb. 17	<b>DONE</b>	All the VETIVER platform is operative to carry out the training and afterwards the pilots with teachers and students.
4.2	O4/A2 Itineraries configuration and portfolio evaluation (ACHAIA)	Feb. 17 - June 17	<b>DONE</b>	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	May 18	<b>ongoing</b>	Ready at 70% of resources (350 External resources included so far)

#	Intellectual Outputs Tasks	Timeline	Status	Comments
	<b>IO5. VETIVER PILOT (SZAMALK)</b>			
	05/A1 Pilot with Teachers Service Based Learning (FS22)	Sep-October 17 and ongoing until April 18	ongoing	All the partners has worked with teachers already
	05/A2 Pilot with students using Entrepreneurship, ICT, English and Furniture OERs (SZAMALK)	Dec. 17 - February 18	ongoing	Some tests with students have started in the LMS of the project. Some teachers are using them in class.
5.1	05/A3 Pilot with students using all subjects OERs (AFYON MTAL)	March. - May. 18	ongoing	
6	<b>IO6.VETIVER GUIDELINES (FS22)</b>			
6.1	06/A1 VETIVER Guidelines Versión 1 (SZAMALK)	January 17	DONE	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 is compiling 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)	April 17	DONE	Newsletter ready and available at <a href="http://vetiverproject.eu/project/communication">http://vetiverproject.eu/project/communication</a>
3	Newsletter 2 (TTC)	June 17	DONE	Newsletter ready and available at <a href="http://vetiverproject.eu/project/communication">http://vetiverproject.eu/project/communication</a>
4	Newsletter 3 (ACHEI)	February 18	DONE	Newsletter ready and available at <a href="http://vetiverproject.eu/project/communication">http://vetiverproject.eu/project/communication</a>
5	Newsletter 4 (Afyon-MTAL)	May 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)	August 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	246 followers
10	Poster and Leaflet (FS22)	February 17	DONE	FS22 has generate a poster <a href="http://vetiver.4eclass.net/mod/resource/view.php?id=6023">http://vetiver.4eclass.net/mod/resource/view.php?id=6023</a> and a brochure <a href="http://vetiver.4eclass.net/mod/resource/view.php?id=6024">http://vetiver.4eclass.net/mod/resource/view.php?id=6024</a>

All the partners will collaborate in the dissemination using social networks, and report figures each 3 months in google drive file "Dissemination spreadsheet VETIVER project E+" available at

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[https://docs.google.com/spreadsheets/d/1iJhYvToSkej91xbQ0sFysv\\_7DwfQDwP6Po8efM-BSAA/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1iJhYvToSkej91xbQ0sFysv_7DwfQDwP6Po8efM-BSAA/edit?usp=sharing)

Then we spend sometime creating the 4th newsletter of the project that will be send until summer.

FS22 did subscribe to MeetEdgard and those partners who want to use it should send the messages to FS22 (including text, picture and link if needed).

Concerning meetings, next meeting will be in Turkey, in June, we will decide final days depending on how the work is going on in one of the videoconferences we have almost 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.