

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

VETIVER PROJECT

**MINUTES
of
5th Project Meeting, Afyonkarahisar, TURKEY
October 1st - 2nd 2018**



Erasmus+



1. People attending the meeting

From SZÁMALK-Szalézi Szakgimnázium, Hungary :
Krisztina Juhász

From Fundación Siglo22, Spain:
Mariano Sanz Prieto

From Torridge Training Consultants Ltd, UK:
Kenny 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

2. Minutes of the meeting

The 5th meeting of the project took place in Afyonkarahisar.

Hakan Avşar and Osman Sütpinar, who represented Afyonkarahisar Mesleki ve Teknik Anadolu Lisesi/Turkey, welcomed the partners and informed about the meeting place and supplies provided for the meeting.

The meeting started with the welcome of H.Kubilay Şahin, who made the presentations of his school, Afyon City and Turkey.

After that, a review of all the work finished so far was done

Concerning the “Project Management Document” all the reports, apart from the exploitation plan, (due for December 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)	December 18	Ongoing	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 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	<p>In this IO all the resources are created, in SCORM packages, using Captivate . The resources created so far in the different subjects are</p> <ol style="list-style-type: none"> 1. Teacher Training (FS22) 50 scorms created by FS22 <ul style="list-style-type: none"> 10 scorms in English 10 scorms in Hungarian 10 scorms in Spanish 10 scorms in Turkey 10 scorms in Greek 2. Entrepreneurship OER (TTC) 30 scorms <ul style="list-style-type: none"> 8 scorms in English (created by TTC) 3 scorms in Hungarian (created by TTC) 7 scorms in Spanish (created by TTC and FS22) 6 scorms in Turkey (created by TTC) 1 scorms in Greek (created by TTC) 3. ICT OER (SZAMALK) 25 scorms <ul style="list-style-type: none"> 8 scorms in English (created by SZAMALK) 6 scorms in Hungarian (created by SZAMALK) 8 scorms in Spanish (created by FS22) 8 scorms in Greek (created by ACHAIA) 4. English OER (ACHAIA) <ul style="list-style-type: none"> 10 scorms in English 5. Interior Designer OER (SZAMALK) 31 scorms <ul style="list-style-type: none"> 5 scorms in English (created by SZAMALK) 7 scorms in Hungarian (created by SZAMALK) 9 scorms in Spanish (created by FS22) 10 scorms in Greek (created by ACHAIA) 6. Furniture (AFYON MTAL) 29 scorms <ul style="list-style-type: none"> 9 scorms in English (created by AFYON and TTC) 10 scorms in Turkey (created by AFYON) 10 scorms in Greek (created by ACHAIA) 7. Furniture Tools OER (AFYON MTAL) 31 scorms <ul style="list-style-type: none"> 8 scorms in English (created by AFYON and TTC) 7 scorms in Spanish (created by FS22) 8 scorms in Turkey (created by AFYON) 8 scorms in Greek (created by ACHAIA) <p>So the status is 206 scorm resources developed by the project.</p>



#	Intellectual Outputs (responsible)	Status	Comments
3	IO3.OPEN EDUCATIONAL RESOURCES (OER) CREATION (AfyonMTAL)		<p>The split by languages is:</p> <ul style="list-style-type: none"> - 58 in English - 26 in Hungarian - 41 in Spanish - 34 in Turkish - 47 in Greek <p>And the number of scorms developed by each partner are:</p> <ul style="list-style-type: none"> - 26 by SZAMALK - 77 by FS22 - 30 by TTC - 37 by AFYONMTAL - 36 by ACHAIA
4	IO4. COURSES, ITINERARIES AND VETIVER PLATFORM IMPLEMENTATION (ACHEI)	Ongoing	<p>We are creating the courses in Moodle, in the required category for each one, together with Mahara. Both platforms are up and running in:</p> <p>https://www.vetiver-lms.hu/ http://vetiver.4eclass.net/ and http://eportfolio.4eclass.net/</p> <p>Then, all the resources are used in the courses</p>
5	IO5. VETIVER PILOT (SZAMALK)	Ongoing	<p>In the IO we run the pilots:</p> <ol style="list-style-type: none"> 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)	Ongoing	<p>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</p>

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 http://vetiver.4eclass.net/mod/resource/view.php?id=5749
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 (http://vetiver.4eclass.net/mod/resource/view.php?id=5784). 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 (http://vetiver.4eclass.net/mod/resource/view.php?id=5848), ES (http://vetiver.4eclass.net/mod/resource/view.php?id=5849), HU (http://vetiver.4eclass.net/mod/resource/view.php?id=6063) TR (http://vetiver.4eclass.net/mod/resource/view.php?id=9357), GR (http://vetiver.4eclass.net/mod/resource/view.php?id=9358).
1.3	01/A3 VET Itineraries (SZAMALK)	May 17	DONE	The itineraries document is ready in English and Spanish. EN (http://vetiver.4eclass.net/mod/resource/view.php?id=6739) ES (http://vetiver.4eclass.net/mod/resource/view.php?id=6007) 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	DONE	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	I02. VETIVER REPOSITORY (FS22)			
2.1	O2/A1 Multilinguality (ACHAIA)	February 17	DONE	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 http://vetiverproject.eu/repository?langr=en HU http://vetiverproject.eu/repository?langr=hu ES http://vetiverproject.eu/repository?langr=es TR http://vetiverproject.eu/repository?langr=tr GR http://vetiverproject.eu/repository?langr=el
2.2	O2/A2 Thesaurus Implementation (FS22)	March 17	DONE	The thesaurus is integrated in the repository, and it is used when entering the metadata with the interface in the language selected: EN http://vetiverproject.eu/components/com_recursos/exthtml/eunThesaurus.php?lang=en&value= HU http://vetiverproject.eu/components/com_recursos/exthtml/eunThesaurus.php?lang=hu&value= ES http://vetiverproject.eu/components/com_recursos/exthtml/eunThesaurus.php?lang=es&value= TR http://vetiverproject.eu/components/com_recursos/exthtml/eunThesaurus.php?lang=tr&value= GR http://vetiverproject.eu/components/com_recursos/exthtml/eunThesaurus.php?lang=el&value= 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	DONE	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	DONE	All the results until now are integrated in the first version of the VETIVER repository
2.5	O2/A5 Repository Mobile App (FS22)	November 18	ongoing	The App will be created by Szamalk to start to use it in November
3	IO3.OPEN EDUCATIONAL RESOURCES (OER) CREATION (AfyonMTAL)			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	DONE	50 scorms created by FS22 10 scorms in English 10 scorms in Hungarian 10 scorms in Spanish 10 scorms in Turkey 10 scorms in Greek
3.2	O3/A2 Entrepreneurship OER (TTC)	April 18	ongoing	30 scorms 8 scorms in English (created by TTC) 3 scorms in Hungarian (created by TTC) 7 scorms in Spanish (created by TTC and FS22) 6 scorms in Turkey (created by TTC) 1 scorms in Greek (created by TTC)
3.3	O3/A3 ICT OER (SZAMALK)	April 18	ongoing	25 scorms 8 scorms in English (created by SZAMALK) 6 scorms in Hungarian (created by SZAMALK) 8 scorms in Spanish (created by FS22) 8 scorms in Greek (created by ACHAIA)
3.4	O3/A4 English OER (ACHAIA)	April 18	DONE	10 scorms 10 scorms in English (created by ACHAIA)
3.5	O3/A5 Interior Designer OER (SZAMALK)	April 18	ongoing	31 scorms 5 scorms in English (created by SZAMALK) 7 scorms in Hungarian (created by SZAMALK) 9 scorms in Spanish (created by FS22) 10 scorms in Greek (created by ACHAIA) 6. Furniture (AFYON MTAL)



#	Intellectual Outputs Tasks	Timeline	Status	Comments
3.6	O3/A6 Furniture OER (AFYON MTAL)	April 18	ongoing	29 scorms 9 scorms in English (created by AFYON and TTC) 10 scorms in Turkey (created by AFYON) 10 scorms in Greek (created by ACHAIA)
3.6	O3/A6 IFurniture Tools (AFYON MTAL)	April 18	ongoing	31 scorms 8 scorms in English (created by AFYON and TTC) 7 scorms in Spanish (created by FS22) 8 scorms in Turkey (created by AFYON) 8 scorms in Greek (created by ACHAIA)
I04. COURSES, ITINERARIES AND VETIVER PLATFORM IMPLEMENTATION (ACHEI)				
4.1	O4/A1 eLearning and Portfolio Platform (FS22)	Dec. 16- Feb. 17	DONE	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	DONE	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	ongoing	Ready at 95% of resources (475 External resources included) The number of resources included by each partner is : - SZAMALK 80 - FS22 116 - TTC 85 - AfyonMTAL 96 - ACHAIA 98
I05. VETIVER PILOT (SZAMALK)				
	O5/A1 Pilot with Teachers Service Based Learning (FS22)	Sep-October 17 and ongoing until October 18	ongoing	All the partners has worked with teachers already

#	Intellectual Outputs Tasks	Timeline	Status	Comments
	O5/A2 Pilot with students using Entrepreneurship, ICT, English and Furniture OERs (SZAMALK)	Dec. 17 - June 18	DONE	Some tests with students have started in the LMS of the project. Some teachers are using them in class. Important to be sure that students make the pre and post questionnaires, as those results will be use to prepare an academical article. Also, they should fill in the surveymonkey questionnaire about satisfaction
5.1	O5/A3 Pilot with students using all subjects OERs (AFYON MTAL)	June 18. - Feb. 19	ongoing	
6	IO6.VETIVER GUIDELINES (FS22)			
6.1	O6/A1 VETIVER Guidelines Versión 1 (SZAMALK)	January 17	DONE	The guidelines show how to use all the environment and resources from VETIVER in an school. They can be accessed in: EN - http://vetiverproject.eu/docs/VETIVER/IO/IO6/Vetiver_Guidelines_En/HTML/ HU - http://vetiverproject.eu/docs/VETIVER/IO/IO6/Vetiver_Guidelines_Es/HTML/ ES - http://vetiverproject.eu/docs/VETIVER/IO/IO6/Vetiver_Guidelines_Es/HTML/ TR - http://vetiverproject.eu/docs/VETIVER/IO/IO6/Vetiver_Guidelines_Tr/HTML/ GR- http://vetiverproject.eu/docs/VETIVER/IO/IO6/Vetiver_Guidelines_Gr/HTML/
6.2	O6/A2 VETIVER Guidelines Versión 2 (AFYON MTAL)	January 18	DONE	
	O6/A3 VETIVER Guidelines Versión 3 (FS22)	February 19	ongoing	

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 http://vetiverproject.eu/project/communication
3	Newsletter 2 (TTC)	June 17	DONE	Newsletter ready and available at http://vetiverproject.eu/project/communication
4	Newsletter 3 (ACHEI)	February 18	DONE	Newsletter ready and available at http://vetiverproject.eu/project/communication
5	Newsletter 4 (Afyon-MTAL)	September 18	DONE	Newsletter ready and available at http://vetiverproject.eu/project/communication
6	Newsletter 5 (FS22)	January 19	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	244 followers
10	Poster and Leaflet (FS22)	February 17	DONE	FS22 has generate a poster http://vetiver.4eclass.net/mod/resource/view.php?id=6023 and a brochure http://vetiver.4eclass.net/mod/resource/view.php?id=6024

All the partners collaborate in the dissemination using social networks, and report figures each 3 months in google drive file "Dissemination spreadsheet VETIVER project E+" available at https://docs.google.com/spreadsheets/d/1iJhYvToSkej91xbQ0sFysv_7DwfQDwP6Po8efM-BSAA/edit?usp=sharing

Then we spend sometime talking about the 5th newsletter of the project. All partners will distribute Newsletter 5 during February.

Concerning meetings, the final meeting will be in Budapest, in January 2019, we will decide final days depending on how the work is going on in one of the videoconferences we have almost each month, but for sure will be around the last week.

We had a project dinner where the director of the School did also participate.