

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

**VETIVER PROJECT**

**MINUTES  
of  
6th Project Meeting, Budapest, HUNGARY  
January 21<sup>st</sup> - 22<sup>nd</sup> 2019**



**Erasmus+**



## 1. People attending the meeting

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

Krisztina Juhász  
József Halász  
Helén Hegedüs

### **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 meeting started with the welcome address of the Principal, József Halász pointing out the importance of the event as this is the last time partners meet each other. It has been stressed that all the outcomes have finished or nearly finished, so the goal of the gathering is to discuss all the pending tasks that need to be corrected.

All intellectual outputs and tasks related with management which are not intellectual outputs were reviewed.

Concerning the “Project Management Document” all the reports, including the exploitation plan, 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	DONE	Report about the exploitation of the project

Thus, the main topics of the meeting were finishing the ongoing pilot courses, evaluation of pilots, Vetiver Guidelines, dissemination and sustainability of the project.

The Hungarian Moodle environment were presented by Helén Hegedüs, representative of the SZÁMALK-Szalézi Szakgimnázium. During the presentation the structure of categories and courses was shown as well as the Hungarian experience and techniques about how to integrate these experiences into day-to-day educational practice.

It was decided to finish the pilots in the previous moodle by FS22 and TTC, where they have started, and move everything afterwards to the new one. Anyway, both will be available the following years

The nature of the meeting was mainly synthetical evaluating all the outcomes. Also, Partners identified intellectual outputs that need fine-tuning, so minor assignments were made in these cases.

The main discussion about them is summarised in the following table:

#	Intellectual Outputs (responsible)	Status	Comments
1	I01. 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.



#	Intellectual Outputs (responsible)	Status	Comments
2	IO2. VETIVER REPOSITORY (FS22)	Repository DONE  App 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 has been done and available in Google Play at <a href="https://play.google.com/store/apps/details?id=eu.vetiverproject.vetiver">https://play.google.com/store/apps/details?id=eu.vetiverproject.vetiver</a>
3	IO3.OPEN EDUCATIONAL RESOURCES (OER) CREATION (AfyonMTAL)	DONE	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) 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  2. Entrepreneurship OER (TTC) 40 scorms 8 scorms in English (created by TTC) 8 scorms in Hungarian (created by TTC) 8 scorms in Spanish (created by TTC and FS22) 8 scorms in Turkey (created by TTC) 8 scorms in Greek (created by TTC)  3. ICT OER (SZAMALK) 8 scorms in English (created by SZAMALK) 8 scorms in Hungarian (created by SZAMALK) 8 scorms in Spanish (created by FS22) 8 scorms in Turkey (created by SZAMALK) 8 scorms in Greek (created by ACHAIA)  4. English OER (ACHAIA) 10 scorms 10 scorms in English (created by ACHAIA)  5. Interior Designer OER (SZAMALK) 10 scorms in English (created by SZAMALK) 10 scorms in Hungarian (created by SZAMALK) 10 scorms in Spanish (created by FS22) 10 scorms in Turkey (created by SZAMALK) 10 scorms in Greek (created by ACHAIA)



#	Intellectual Outputs (responsible)	Status	Comments
3	IO3.OPEN EDUCATIONAL RESOURCES (OER) CREATION (AfyonMTAL)	DONE	<p>6. Furniture (AFYON MTAL) 10 scorms in English (created by AFYON and TTC) 10 scorms in Hungarian (created by AFYON) 10 scorms in Spanish (created by AFYON) 10 scorms in Turkey (created by AFYON) 10 scorms in Greek (created by ACHAIA)</p> <p>7.Furniture Tools OER (AFYON MTAL) 8 scorms in English (created by AFYON and TTC) 8 scorms in Hungarian (created by AFYON) 8 scorms in Spanish (created by FS22) 8 scorms in Turkey (created by AFYON) 8 scorms in Greek (created by ACHAIA)</p> <p>So the final status is 280 scorm resources developed by the project. The split by languages is:</p> <ul style="list-style-type: none"> <li>- 64 in English</li> <li>- 54 in Hungarian</li> <li>- 54 in Spanish</li> <li>- 54 in Turkish</li> <li>- 54 in Greek</li> </ul> <p>And the number of scorms developed by each partner are:</p> <ul style="list-style-type: none"> <li>- 52 by SZAMALK</li> <li>- 80 by FS22</li> <li>- 45 by TTC</li> <li>- 57 by AFYONMTAL</li> <li>- 46 by ACHAIA</li> </ul>
4	IO4. COURSES, ITINERARIES AND VETIVER PLATFORM IMPLEMENTATION (ACHEI)	DONE	<p>Courses are created in Moodle, in the required category for each one, together with Mahara. Both platforms are up and running in: <a href="https://www.vetiver-lms.hu/">https://www.vetiver-lms.hu/</a> <a href="http://vetiver.4eclass.net/">http://vetiver.4eclass.net/</a> and <a href="http://eportfolio.4eclass.net/">http://eportfolio.4eclass.net/</a></p> <p>18 courses were created in 5 languages. Then, all the resources are used in the courses</p>
5	IO5. VETIVER PILOT (SZAMALK)	DONE	<p>In the IO we run the pilots:</p> <ol style="list-style-type: none"> <li>1. For teachers, to train them in the methodology and the repository.</li> <li>2. For learners using the courses done for students</li> </ol>
6	IO6.VETIVER GUIDELINES (FS22)	DONE	<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	O1/A1 VET Taxonomies (AFYON)	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 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	O1/A3 VET Itineraries (SZAMALK)	May 17	<b>DONE</b>	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	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 <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	DONE	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.

#	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)	December 18	<b>DONE</b>	The App was created by Szamalk and is available in <a href="https://play.google.com/store/apps/details?id=eu.vetiverproject.vetiver">https://play.google.com/store/apps/details?id=eu.vetiverproject.vetiver</a>
3	<b>IO3.OPEN EDUCATIONAL RESOURCES (OER) CREATION (AfyonMTAL)</b>			The SCORMS done are the following:
3.1	O3/A1 Teacher Training (FS22)	April 18	<b>DONE</b>	Teacher Training (FS22) 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	<b>DONE</b>	Entrepreneurship OER (TTC) 40 scorms 8 scorms in English (created by TTC) 8 scorms in Hungarian (created by TTC) 8 scorms in Spanish (created by TTC and FS22) 8 scorms in Turkey (created by TTC) 8 scorms in Greek (created by TTC)
3.3	O3/A3 ICT OER (SZAMALK)	April 18	<b>DONE</b>	ICT OER (SZAMALK) 8 scorms in English (created by SZAMALK) 8 scorms in Hungarian (created by SZAMALK) 8 scorms in Spanish (created by FS22) 8 scorms in Turkey (created by SZAMALK) 8 scorms in Greek (created by ACHAIA)
3.4	O3/A4 English OER (ACHAIA)	April 18	<b>DONE</b>	English OER (ACHAIA) 10 scorms 10 scorms in English (created by ACHAIA)
3.5	O3/A5 Interior Designer OER (SZAMALK)	April 18	<b>DONE</b>	Interior Designer OER (SZAMALK) 10 scorms in English (created by SZAMALK) 10 scorms in Hungarian (created by SZAMALK) 10 scorms in Spanish (created by FS22) 10 scorms in Turkey (created by SZAMALK) 10 scorms in Greek (created by ACHAIA)
3.6	O3/A6 Furniture OER (AFYON MTAL)	April 18	<b>DONE</b>	Furniture (AFYON MTAL) 10 scorms in English (created by AFYON and TTC) 10 scorms in Hungarian (created by AFYON) 10 scorms in Spanish (created by AFYON) 10 scorms in Turkey (created by AFYON) 10 scorms in Greek (created by ACHAIA)





#	Intellectual Outputs Tasks	Timeline	Status	Comments
3.6	O3/A6 IFurniture Tools (AFYON MTAL)	April 18	<b>DONE</b>	Furniture Tools OER (AFYON MTAL) 8 scorms in English (created by AFYON and TTC) 8 scorms in Hungarian (created by AFYON) 8 scorms in Spanish (created by FS22) 8 scorms in Turkey (created by AFYON) 8 scorms in Greek (created by ACHAIA)
<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. 18 courses were created in 5 languages. · of then for Teacher Training, and 15 for VET students in ICT, Entrepreneurship, English, Furniture Development and Tools, and Interior Design
4.3	Population of repository with external resources	May 18	<b>DONE</b>	Ready at 115% of resources (577 External resources included)  The number of resources included by each partner is :  - SZAMALK 101 - FS22 166 - TTC 100 - AfyonMTAL 104 - ACHAIA 106
<b>IO5. VETIVER PILOT (SZAMALK)</b>				
	O5/A1 Pilot with Teachers Service Based Learning (FS22)	Sep-October 17 and ongoing until October 18	<b>DONE</b>	All the partners has worked with teachers already
	O5/A2 Pilot with students using Entrepreneurship, ICT, English and Furniture OERs (SZAMALK)	Dec. 17 - June 18	<b>DONE</b>	Tests with students are done in the the LMS of the project. Some teachers are using them in class.

#	Intellectual Outputs Tasks	Timeline	Status	Comments
5.1	O5/A3 Pilot with students using all subjects OERs (AFYON MTAL)	June 18. - February 19	<b>DONE</b>	Tests with students are done in the the LMS of the project. Some teachers are using them in class.
6	<b>IO6.VETIVER GUIDELINES (FS22)</b>			
6.1	O6/A1 VETIVER Guidelines Versión 1 (SZAMALK)	January 18	<b>DONE</b>	The guidelines show how to use all the environment and resources from VETIVER in an school. They can be accessed in:
6.2	O6/A2 VETIVER Guidelines Versión 2 (AFYON MTAL)	June 18	<b>DONE</b>	EN - <a href="http://vetiverproject.eu/docs/VETIVER/IO/IO6/Vetiver_Guidelines_En/HTML/">http://vetiverproject.eu/docs/VETIVER/IO/IO6/Vetiver_Guidelines_En/HTML/</a>
	O6/A3 VETIVER Guidelines Versión 3 (FS22)	February 19	<b>DONE</b>	HU - <a href="http://vetiverproject.eu/docs/VETIVER/IO/IO6/Vetiver_Guidelines_Es/HTML/">http://vetiverproject.eu/docs/VETIVER/IO/IO6/Vetiver_Guidelines_Es/HTML/</a> ES - <a href="http://vetiverproject.eu/docs/VETIVER/IO/IO6/Vetiver_Guidelines_Es/HTML/">http://vetiverproject.eu/docs/VETIVER/IO/IO6/Vetiver_Guidelines_Es/HTML/</a> TR - <a href="http://vetiverproject.eu/docs/VETIVER/IO/IO6/Vetiver_Guidelines_Tr/HTML/">http://vetiverproject.eu/docs/VETIVER/IO/IO6/Vetiver_Guidelines_Tr/HTML/</a> GR- <a href="http://vetiverproject.eu/docs/VETIVER/IO/IO6/Vetiver_Guidelines_Gr/HTML/">http://vetiverproject.eu/docs/VETIVER/IO/IO6/Vetiver_Guidelines_Gr/HTML/</a>

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

- Meetings Evaluation
- Project progress
- Staff Training

and TTC has created an evaluation report from 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 is included in the same platform
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)	September 18	DONE	Newsletter ready and available at <a href="http://vetiverproject.eu/project/communication">http://vetiverproject.eu/project/communication</a>
6	Newsletter 5 (FS22)	January 19	DONE	Newsletter ready and available at <a href="http://vetiverproject.eu/project/communication">http://vetiverproject.eu/project/communication</a>
7	Facebook (FS22)	January 17	DONE	257 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 have collaborated in the dissemination using social networks, and report figures in a google drive file "Dissemination spreadsheet VETIVER project E+" available at [https://docs.google.com/spreadsheets/d/1iJhYvToSkej91xbQ0sFysv\\_7DwfQDwP6Po8efM-BSAA/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1iJhYvToSkej91xbQ0sFysv_7DwfQDwP6Po8efM-BSAA/edit?usp=sharing)

All the partners did congratulate of having finish a project with so many results which have needed much more effort than that planned in the application.

And with that we closed a fruitful meeting where we had a join dinner on Monday.