

**KA2 VET ERASMUS+ Partnership
(2016-1-ES01-KA202-025410)**

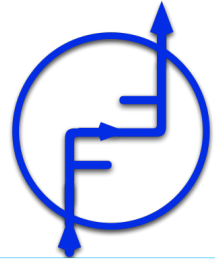
FLIPPING FIRST PROJECT

**MINUTES
of
3rd Project Meeting, Budapest, Hungary
September 4th – 5th 2017**



Co-funded by the
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People attending the meeting

From JAITEK Tecnología y Formación SL, Spain:

Mariano Sanz Prieto
Gema de Pablo González

From INNEO - Studio Twórczego Rozwoju, Poland:

Tomasz Szymanski

From Stichting Kenniscentrum PRO WORK, The Netherlands:

Theo Grefkens
Manon Braber

From SZÁMALK-Szalézi Szakközépiskola, Hungary :

Krisztina Juhász
József Halász
Peter Bok

From ARTEVELDEHOGESCHOOL, Belgium:

Lut De Jaegher

From Exponential Training & Assessment Limited, UK :

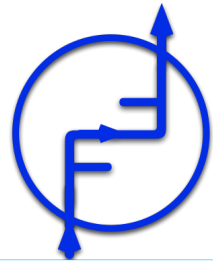
John Moore

Minutes of the meeting

The meeting started with the welcome of Krisztina Juhász and József Halász, from SZAMALK. József will be the new responsible for the project and will be the principal of the school from February. They made a presentation of Budapest and Hungary, and also explained all the logistics for the meeting.

After that, we started with the Overall Project Status. We revised the status of all the intellectual outputs , before going into detail with them, and also all the other tasks that should be done. Together with a review of all the figures of the project that should be achieved.

Then we made a final review of the “Project Management Document” as there were some remarks on it during summer, and now it was considered finalised. And from April it will be completed with the exploitation plan, as can be seen in the following table.



#	Task	Timeline	Status	Comments
1	Project Management	All the project	Ongoing	general ongoing management of the project
2	Exploitation Plan (SZAMALK)	April-June 18		Report to be prepared at the end of the project
3	Dissemination and Evaluation Plan (PRO WORK)	February 17	DONE	Report about how the project will be evaluated and disseminated
4	Technological Plan (JAITEK)	March 17	DONE	Report about technology to be used in the project
5	Communication (AHS)	March 17	DONE	Report about the communication tools to be used in the project
6	Social Networks (ETA)	March 17	DONE	Report about how social networks will be used in the project
7	Risk Management (INNEO)	March 17	DONE	Report about how the project will deal with risks that might appear
8	Quality Assurance (INNEO)	March 17	DONE	Report about how the project will assure a certain quality level

After that, we had a quick review of the Learning Platform, specially the structure, so that all the partners are aware of where they will create the courses with the videos to be used with teachers and students. We check that all the partners can access Moodle, and they have the correct permissions in their country folders, to be able to create their courses there.

Action: All the partners should start to create the structure of courses they considered. Each partner might considered having a different number of courses than other partners, depending on the concrete needs of teachers in their own countries



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We then have a final review of the Handbook, as there has been a change in the order of sections. We considered that the final version should be shortest, as the first feedback from some teachers was that it was too long. Now we need to have all the language versions for each country.

Action: All the partners should translate the handbook to their own language. Dutch and Belgium partner will collaborate in creating a Dutch version that will be good for both of them.

After Lunch we revised the resources creation. Jaitek, Inneo and Szamalk are creating their videos for Teacher Training, Entrepreneurship and Tourism. They will create the version in their own language and in English with the revision of ETA.

Action: They will make available in the Google Drive file called "Flipping First Videos" and available in <https://docs.google.com/spreadsheets/d/1f7-uit9QHSpz8GvIFbKa1bvKE0JS6hyY7KdswtwDalo/edit?usp=sharing> the links to access:

- The presentation file (Power Point or Keynote or both)
- The excel with the audios
- The camtasia file created
- The mp4 exported

Action: All the other partners will create, using the previous links (presentation, audios and camtasia files), their own language version, and again, share the same links in the Google Drive file called "Flipping First Videos"

Translations of audios will be done in 3 Google Drive files

For teacher training

<https://docs.google.com/spreadsheets/d/10hM6ZZRL48Pl77orIWR-Gmj7tdxZZ5qqgL1MMHifqMM/edit#gid=0>

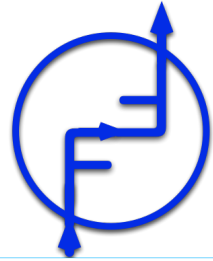
For Entrepreneurship

https://docs.google.com/spreadsheets/d/1cJSlyDMc6Bn6Yz1u641410zFV04un7rQnm7dv1p_g3A/edit#gid=0

For Tourism

https://docs.google.com/spreadsheets/d/1cJSlyDMc6Bn6Yz1u641410zFV04un7rQnm7dv1p_g3A/edit#gid=0

ETA will revise the English, and will mark the cells in green background when revised
Audios in English and Spanish will be done using texttospeech.com



Subtitles, when needed, will be created in YouTube. A link line in Google drive should be added in that case.

Jaitek will create a video guide to create new language versions of camtasia with ppt images

Action: ALL the partners should **upload** their MP4 files in the project YouTube Channel available in https://www.youtube.com/channel/UCCtwOkVB10SmG8hI_rWyZeQ/videos?view_as=subscriber All the partners should check they have access to the channel. All the videos should be uploaded as:

- Public
- Creative Commons Licence
- Have a description and keywords
- Included in the category "Training"
- Have selected the correct language

Then, the YouTube link of the video should be included in the Google Drive file "Flipping First Videos".

We then revised how to deal with the pilots, and it was decided that each partner will decide how to deal with the Pilot in their countries, and how many courses create for each subject, having a minimum of 3 courses, and with no maximum, as the resources created could be used in different combinations. Each partner will try to involve at least 5 VET schools in their country, with 2 teachers in each of them.

Pilot with teachers will be handled by each partner in the best way they consider to show the flipped class method. They will be starting around November.

We finished the day with a social dinner with the partners of the project.

The second day we started with a revision of the project evaluation and the questionnaire to be used for the progress evaluation of the project.

Then we started with the cooperative creation of the 3rd Newsletter, which will be used a while before the work with the teachers start, to make publicity for it. We finalised the text in English, and all the partners started to translate it to their own languages

Action: ALL the partners should **translate** the newsletter to their own language in the google drive file.

We then give a revision of all the tasks by Intellectual Outputs, and their status of them can be seen in the following tables:



#	Intellectual Outputs (responsible)	Status	Comments
1	IO1. Flipping Framework Design (AHS)	DONE	This IO is not funded. It has been included as the first section in the Handbook. It was decided maybe to create another infography with more marketing focus, in the final update of the Handbook.
2	IO2. Flipclass Handbook (ETA)	DONE	Final version is prepared for translation by partners
3	IO3. Flipclass Resources (JAITEK)	Ongoing	At least 60% of the work to be done in resources creation is ready. All the files related with the process of resources creation will be included in a server or service where they can be access using a url or link. This link will be included in the google drive file created to compile this. The different links included will give access to: 1. The script of the resource 2. The camtasia file 3. The MP4 file 4. The youtube link in the channel
4	IO4. Flipping Framework Implementation (JAITEK)	DONE	This IO is not funded. The Moodle platform is created and the first structure already in place (http://ffirst.4eclass.net/) . The eportfolio, Mahara, is also working, and linked with the LMS in http://eportfolio.4eclass.net/ . All the resources will be included in several courses in Moodle.
5	IO5. Pilot with Teachers (SZAMALK)	TO BE DONE	This IO is not funded. Main idea is to test all the resources created, and those related with teaching methodologies will be tested with some teachers in each country. There will be online help for the participants, as there is no personnel allocation for that task. It will Start in November 2017, and open for entering teachers the rest of the project.
6	IO6. Students Pilot (INNEO)	TO BE DONE	This IO is not funded. The resources for students will be tested in the same conditions as in IO5. The idea is that teachers who participate in Teachers Pilot test them with their students. This will start in February, and will be opened the rest of the project
7	IO7. Flipped Classroom Lights (and shadows) (PRO WORK)	TO BE DONE	This IO is not funded. It will be the final section of the Handbook, in the last update, after the pilots. There will also be an infography as a graphical summary.



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

#	Intellectual Outputs Tasks	Timeline	Status	Comments
1	I01. Flipping Framework Design			
1.1	Flipping Framework Infography v1 (AHS)	February 17	DONE	Jaitek has created a first version of the infography and all the partners accepted it
1.2	Flipping Framework Infography v2 (AHS)	October 17	Ongoing	It was decided to make a final revision for teachers pilot
1.3	Flipping Framework Infography v3 (AHS)	April 18		A new infography, with a more marketing view will be included in this version
2	I02. Flipclass Handbook			
2.1	FF Handbook Version 1 (ETA)	February 17	DONE	The first version is finish, and will be change a little bit with the decisions taken during the meeting, and specified above
2.2	FF Handbook Version 2 (ETA)	January 18		Update after teachers pilot
2.3	FF Handbook Version 3 (ETA)	May 18		Update after students pilot
3	I03. Flipclass Resources			
3.1	Creation of Teacher resources (JAITEK)	August 17	Ongoing	80% of resources done
3.2	Creation of Students resources for Entrepreneurship (INNEO)	September 17	Ongoing	60% of resources done
3.3	Creation of Students resources for Tourism (SZAMALK)	September 17	Ongoing	60% of resources done
3.4	Creation of Youtube channel (JAITEK)	March 17	DONE	All the resources created are uploaded in the channel



#	Intellectual Outputs Tasks	Timeline	Status	Comments
3.5	External Resources (All partners)	Teachers November 17 Students January 17	Ongoing	External resources for each area will be included in the courses in Moodle, as complementary to those design in the project
3.6	Translation of resources (ALL)	Teachers November 17 Students January 17	Ongoing	The decision was that each partner will decide in which way they will translate the videos, as it could be done using subtitles or re-doing the audio. The camtasia files will be available for each resource in order to do so.
	IO4. Flipping Framework Implementation			
4.1	Flipping Environment	January 17	DONE	The Flipping First Environment is available and was shown in the meeting
4.2	Teacher Training Courses (JAITEK)	September 17	Ongoing	JAITEK creates at least 3 courses for teachers in Moodle in English. ETA revise the English version. All the partners duplicate and translate them for their national schools
4.3	Entrepreneurship Courses for VET Students (INNEO)	October 17		INNEO creates at least 3 courses for Students about Entrepreneurship in English. ETA revise the English version. All the partners duplicate and translate them for their national schools
4.4	Tourism Courses for VET Students (SZAMALK)	October 17		SZAMALK creates at least 3 courses for Students about Tourism in English. ETA revise the English version. All the partners duplicate and translate them for their national schools
	IO5. Pilot with Teachers			
5.1	Pilot with teachers using the courses created (JAITEK)	November 17- June18		The pilot with teachers has been delayed, because the teachers interested did not want to participate in June or September, as they are busy with finishing and starting tasks in schools



#	Intellectual Outputs Tasks	Timeline	Status	Comments
6	I06. Students Pilot			
6.1	Pilot with students about Entrepreneurship using the courses created (INNEO)	January 17- June 18		The pilot with students will start after the pilot with teachers as they will be conducting it .
6.2	Pilot with students about Tourism using the courses created (SZAMALK)	January 17- June 18		
7	I07. Flipped Classroom Lights (and shadows)			
7.1	Design of test (SZAMALK)	Teachers Q. November 17 Students Q. December 17		Creation of questionnaires for the pilot. SZAMALK creates a first version and all the partners contribute. And with that create the final version. It will be done either in Google or in SurveyMonkey.
7.2	Flipping Framework infography v1 (INNEO)	February 18		Jaitek will create a first version of the infography. All the partners will comment. INNEO will create final version with the comments done
7.3	Analysis of results (SZAMALK)	After each pilot		Excel with the results of the pilot questionnaires and graphics associated
7.4	Flipping Framework infography v1 (PRO WORK)	May 18		infography update by PRO WORK with all the partners comments

Then we revised all the documentation needed from partners for the Intermediate Report of the project. Most of the documentation of the project will be available in the “Project Management” section of the Moodle platform.

Action: All the partners should send all the required documentation

- Timesheets and certificates
- Travelling Evidences
- Personnel Contracts or documents linking them with the organisation



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Concerning Social Networks, all the partners could create posts for facebook and twitter in their own language to publish them with meetedgard. This can include sending interesting videos, pages, documents about Flipping in their own language to be publish.

Finally it was decided that the next meeting, in Gent (Belgium) will be held in the week between the 15th and 19th of January 18. A Doodle will be created to choose the days.

And then we closed the meeting with a final summary of decisions taken in the meeting.