

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

FLIPPING FIRST PROJECT

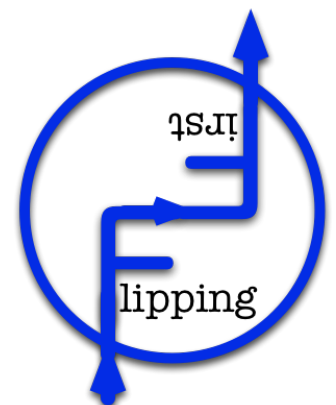
MINUTES

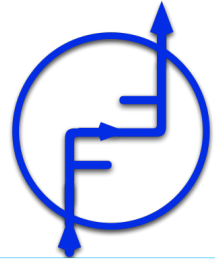
of

**5th Project Meeting, Burgh Haamstede, The Netherlands
June 11th – 12th 2018**



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People attending the meeting

From JAITEK Tecnología y Formación SL, Spain:

Mariano Sanz Prieto
Gema de Pablo González
Saturio Rodríguez Fernández

From INNEO - Studio Twórczego Rozwoju, Poland:

Tomasz Szymanski
Sławomir Kicka

From Stichting Kenniscentrum PRO WORK, The Netherlands:

Theo Grefkens
Tessa Suzanna den Bakker

From SZÁMALK-Szalézi Szakközépiskola, Hungary :

Jozsef Halasz
Peter Bok

From ARTEVELDEHOGESCHOOL, Belgium:

Lut De Jaegher
Emma De Cocker
Elien De Graeve

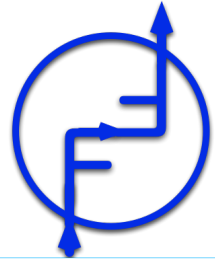
Minutes of the meeting

The meeting started as scheduled with the welcome of Theo Grefkens, from PRO WORK who is hosting the meeting. ETA (UK) is sending no participant to the meeting due to agenda problems.

PRO WORK made an introduction and commented the logistics arrangements for the meeting.

After that, the coordinator Mariano Sanz, from Jaitek, started an overview of the status of the work with:

- Partners contributions
- Intellectual Outputs situation
- Meetings
- Project Management issues
- Project Finances



Next in the agenda, JAITEK conducted a detailed review of status and pending tasks in each area and each partner presents their progress in the different aspects.

Teachers and Students Pilots

- The process proposed for the pilot is reviewed. There is a survey for teachers and another for students. Besides, there is a quiz for students in each course about the subject of the course. The results of this quiz will be used to prepare an academic paper. The details of pending preparatory tasks were done later in the meeting.
- About founding of Intellectual outputs: In the project there are some Intellectual outputs without funding:

I01 / I07: Are not funded but they are included in I02, the Handbook. They will be Infographics in the handbook. I01 has already 2 infographics created. I07 will be done after pilots.

I04 / I05 / I06: Are not funded. This includes the Pilots.

As a conclusion, in the Mobility Tool for the Final Report only I02 "Handbook" and I03 "Resources" can have work hours informed. The rest of the IOs only can be mentioned in the descriptions.

Anyway, I07 "Flipping Classroom Lights and Shadows" needs the feedbacks from pilots to be produced and in order to run the Pilots we need the I04 Framework available (with all the Moodle Courses included).

The target is to have at the end a sufficient number of participants to be able to get the feedbacks.

- The process proposed for the pilot is reviewed. There is a survey for teachers and another for students. Besides, there is a quiz for students in each course about the subject of the course. We will deal with the details of pending preparatory tasks later.
- Review of figures for participants in the pilots:

ES - enrolled 5 schools and 10 teachers in teacher training and students pilots. The number of students is not yet confirmed but might be around the expected figures.



NL - 3 schools and 10 teachers. The same for students: in progress. Dates are close to be able to do it before the end of the school course, but it seems possible. Around 100 students expected.

For the rest of the partners, pilots are not started and we have no confirmation about participants.

Is commented the possibility of making some extension use agreements with schools. So there can be more participants later, for the start of new school year.

In addition, the possibility of requesting an extension of the project in order to finish the student pilots was discussed. All the partners did support this option and the possibility will be explored by the coordinator.

Action 01: **JAITEK** will ask for an extension of 3 months to the project until end of November 18

Deadline: 30th June 2018

Action 02: **ALL PARTNERS** will contact 5 schools to run the pilot, 10 teachers and 300 students is the target figures

Deadline: 30th August with extension

Management

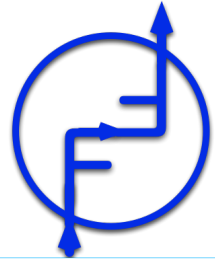
- Project Management Document: Finished except the Exploitation Plan, due by the end of June 2018. responsible SZAMALK. Joint discussion about possible ideas for the Exploitation plan.

Available after the end of the project:

- In general, will be available The platforms / The Templates and the Handbook
- Moodle courses
- Moodle accounts
- Canal Youtube and Videos
- Website with access to the Outputs
- Everything under: CC Attribution, Commercial, Share-alike
- No Support or Tutoring will be provided

Action 03: **SZAMALK** will finish the Exploitation Plan to be included in the Project Management Document

Deadline: 15th July 2018



Dissemination

- Dissemination activity is being a bit low. It is detected that the record of dissemination actions is not clearly identified.

We are using a Google Drive SpreadSheet for the whole project. There is a tab on it for each partner. The correct document is:

FLIPPING FIRST → Dissemination → Flipping First Dissemination spreadsheet

<https://docs.google.com/spreadsheets/d/1SrGTIFd9RvfW6Zy3DnBbWqDvyej4RBbP2w20G8Ks7qk/edit#gid=0>

All the Partners have to feed this record with all the activity in the past and from now up to the end of the project.

Action 04: ALL PARTNERS will complete the dissemination spreadsheet
Deadline: 30th July 2018

- Newsletters: Newsletter #4 needs some translations and publishing. Newsletter #5 is ongoing and will be finished and ready for translations during the meeting. All the partners will provide the translations and JAITEK will edit and publish the documents. Newsletter #6 will be done by ETA.

Action 05: ALL PARTNERS should finish translations of Newsletter 5 and disseminate #4
Deadline: 30th July 2018

Meetings

- AHS and ETA was sending less people than initially planned to the Project Meetings. AHS did correct this in the last meeting and this one. ETA was not able to send anybody to the present meeting.

Multiplier Events

- DGPD: partners express doubts about the requirements from DGPD regulations in relation to the compilation of evidences for Multiplier Events. Usually Name, signature and email was being collected. There is a common understanding about it is possible if at least a disclaimer or correct DGPD declaration is issued in, for instance, the attendant's signatures sheet. In addition to that, we can make email or other contact information just optional.
- HU: already celebrated. Will provide the documentation. About some 60 teachers. There is a convenient DGPD declaration.



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- ES: will divide in two or three smaller events, as that way more users can be reached, and we can make some workshops in them.
- PL: already done with 40 attendants.
- No problems expected from NL, BE and UK.

Action 06: **ALL PARTNERS** should do an event in their countries with 50 local participants
Deadline: 30th October 2018

Intellectual Outputs

IO1/IO2: Infographics & HandBook

- Handbook last review ready for reviewing translations. No big changes, just some sections were removed and some rearranged as Annexes. It will be included as a FlipBook and for download on the website.
- Infographics: there are two (IG0 & IG1) included in the Handbook. Texts from the graphics need small translations. Then 'translated' graphics will be generated and integrated into the Handbook documents.

Action 07: **ALL PARTNERS** should finish the 2 versions of the Handbook in their own language (pdf & doc)
Deadline: 30th October 2018

IO3: Resources (Videos)

- Near finished. Pending tasks:
 - EN version (Materials for translations) for two last Tourism videos (HU)
 - Complete all the translations (Now ready about the 40% of the resources)
 - Ensure all the videos are available in the YouTube channel
- If needed, partners can ask ETA to produce the En Audios for new pending videos.
- NL translations (Half of Teacher Training and Tourism): the plan is to have all the videos by the 24th of June. They are planning to produce some own resources based on Skill2Skill, depending on schedules. If so, the resources can be available for the rest of the partners in EN. PROWORK will check the possibility to translate to other languages.

Action 08: **JAITEK** should finish video 10 of teacher training and **ETA** make the audio in English

Deadline: 31st July 2018

Action 09: **ALL PARTNERS** should translate video 10 of teacher training

Deadline: 4th September 2018



Action 10: **SZAMALK** should finish translations of Entrepreneurship videos (always having a copy in Youtube, with title, description and metadata translated to Hungarian) and create the list in YouTube

Deadline: 15th August 2018

Action 11: **INNEO** should translate 7 videos of Tourism

Deadline: 15th August 2018

Action 12: **SZAMALK** should translate teacher training videos (always having a copy in Youtube, with title, description and metadata translated to Hungarian) and create the list in YouTube

Deadline: 15th August 2018

Action 13: **INNEO** should translate 4 videos of teacher training

Deadline: 15th August 2018

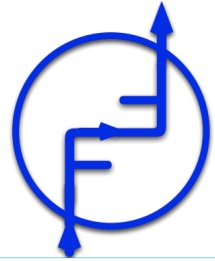
Action 14: **PROWORK or AHS** should translate 1 videos of teacher training

Deadline: 15th August 2018

IO4: Courses

- As a reminder about what we have to produce: at least two courses for each subject (2 x 3), in each country/language. In addition to the videos, the course need to include some activity. There is a full template of the structure for Moodle courses. All the partners know how to create and administer their courses and JAITEK is providing all the support. Still some work is needed.
- The structure of courses is that each section has two parts
 - 1 **To work at home** with the video for students to watch at home
 - 2 **For the Classroom** with activities to be done in the classroom
- All the courses for Teacher Training are ready in ES and EN.
- Entrepreneurship courses are ready in ES, EN and PL.
- Tourism courses are still pending (only an EN template was provided).
- Surveys and Questionnaires: Teacher Training Courses use the Teacher's survey. Entrepreneurship and Tourism Courses use the Student's survey. Both have been developed in SurveyMonkey and in multiple languages.

Besides, Student's courses (Entrepreneurship and Tourism) use a different questionnaire each, with 20 questions about the subject. The questionnaire is answered by the students both at the beginning and at the end of each course. Questions for Tourism courses' questionnaires are still pending.



Questions both for the 2 surveys and the 4 questionnaires need to be translated by all the partners and JAITEK will perform the deployment to each course.

- Besides, all pending translations need to be finished. All needed links supporting translations tasks can be found in the “TO DO’s Flipping First” sheet

https://docs.google.com/spreadsheets/d/1eZ0_RGoQIbSPR3FRKT60SE4ERSObM7JTc3uiR_tzS7Y/edit#gid=1706209740

besides, Course translations need to be completed directly on Moodle.

Action 15: **PROWORK & AHS** should finish teacher training courses in NL
Deadline: 30th August 2018

Action 16: **INNEO** should finish teacher training courses in PL
Deadline: 30th August 2018

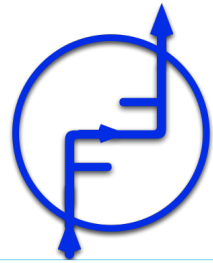
Action 17: **SZAMALK** should finish teacher training courses in HU
Deadline: 30th August 2018

Action 18: **SZAMALK** should finish tourism courses in EN and HU
Deadline: 15th August 2018

Action 19: **ALL PARTNERS** should finish tourism courses in their own language
Deadline: 30th August 2018

Action 20: **ALL PARTNERS** should update the TO DO list including tasks already done
Deadline: 30th August 2018

Action 21: **ALL PARTNERS** should search for 12 external resources (4 in each area) in their own language to complement the videos. They should be included in https://docs.google.com/spreadsheets/d/1xPkXD3Yj-3sEKhzf6-6Oftk4lgeu7koNXppHB_Gyy1g/edit#gid=0
Deadline: 30th August 2018



Final Report

- The coordinator makes a short review of what is required at the end of the project for the Final Report. In Summary we need:
 - Finish all the Videos and Courses
 - Finish the pilots and compiling results from surveys and questionnaires
 - IO7 “Lights and Shadows” and a final Infographics IG2 with the results
 - The final version of Handbook including IO7, in all the languages
 - Complete the record and evidences of Dissemination activities in the sheet:

<https://docs.google.com/spreadsheets/d/1SrGTIFd9RvfW6Zy3DnBbWqDvyej4RBbP2w20G8Ks7qk/edit#gid=0>

- The rest of administrative information:
 - ✓ Contracts
 - ✓ Timesheets
 - ✓ Travel Evidences

At this point we finished the first meeting day and the partners did meet at night for a social dinner kindly arranged by Pro Work.

The second day was arranged as a hands on workshop to move forward with pending tasks and to clarify tasks to be done by starting real work on them.

The elements that were worked on during the meeting were:

- **The TO DO's list**

- The TO DO's list in GoogleDrive is reviewed with partners so they can check and update the status of different Tasks.

https://docs.google.com/spreadsheets/d/1ez0_RGoQIbSPR3FRKT60SE4ERSObM7JTc3uiR_tzS7Y

- **The Infographics**

- The structure of the translations table is reviewed with Partners
- Last pending translations are performed (NL and HU)
- The translated Infographics are generated. They can be imported to the Handbooks.

- **The Handbook:**

- The structure of the translations table is reviewed with Partners
- NL, BE and PL start the review.



- **The Newsletters:**

- NL #4 Finishing translations NL, HU
- NL #4 Producing doc and pdf
- NL #4 Publishing in the project's website
- NL #5 Writing in EN
- NL #5 Translations NL, ES, PL

- **The Videos:**

- Review general status (Pending 34 videos in Youtube)
- Configuration of Youtube Channel: Banner, Arrangement in Playlists, Uploading all existing videos.

- **The Surveys:**

- Review general status
- Finishing Translations HU
- Deployment of all pending translations

- **The Courses:**

- Review of Structure of Courses with Surveys and Questionnaires. The most important task is to generate Tourism courses in EN in order to allow the translations to ES, PL, NL
- Identification of Tourism Courses (and the videos into each one)
- Preparing Tourism courses template in EN with real videos. Pending to define activities
- Deployment of surveys in all courses
- Starting translations of Entrepreneurship questionnaires NL and HU, (Already available in EN, ES, PL)
- Still needed Questionnaires design for Tourism Courses.
- Start Translations of courses (Teacher Training and Entrepreneurship) to NL and PL. Also pending to HU.
- There is a pre-allocation of anonymous Moodle accounts for each country. The structure is presented and JAITEK also demonstrate the process to enrol teachers and students to Moodle courses.
- JAITEK will bring support in everything around Moodle and will perform all the Deployment / Copying tasks needed about courses and translations.

In summary, still some task pending about Courses, needed to run the pilots. It is agreed each country will focus with priority to the courses that are being first needed for the pilots.

After a final compilation of next actions focused on during the two days of fruitful work, the meeting was closed.



After all the reviews during the meeting, the following tables summarise the current progress status and identified actions.

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

Status of Intellectual Outputs:

#	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. Finally it is 2 Infographies included in the handbook. Both are generated and translated to every language in the project.
2	IO2. Flipclass Handbook (ETA)	DONE	Final and translated by partners. Pending translation to HU.



#	Intellectual Outputs (responsible)	Status	Comments
3	I03. Flipclass Resources (JAITEK)	Ongoing	<p>77% of the work to be done in resources creation is ready, only 34 videos of 150 are still needed (Final mp4 uploaded to YouTube).</p> <p>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.</p> <p>The different links included will give access to:</p> <ol style="list-style-type: none"> 1. The script of the resource 2. The Camtasia file 3. The MP4 file 4. The youtube link in the channel
4	I04. Flipping Framework Implementation (JAITEK)	Platform DONE + Courses Ongoing	<p>This IO is not funded.</p> <p>The Moodle platform is created and the first structure already in place (http://ffirst.4eclass.net/).</p> <p>The eportfolio, Mahara, is also working, and linked with the LMS in http://eportfolio.4eclass.net/.</p> <p>The creation of courses and inclusion of I03 resources created is an ongoing task that need to be finished.</p> <p>Total is at least 6 courses, 2 for each area, by each country.</p>
5	I05. Pilot with Teachers (SZAMALK)	TO BE DONE	<p>This IO is not funded.</p> <p>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.</p> <p>Critical to confirm pilots done with evidences of participants, activity in Moodle courses and collecting answers to Surveys and Questionnaires</p>
6	I06. Students Pilot (INNEO)	TO BE DONE	<p>This IO is not funded.</p> <p>The resources for students will be tested in the same conditions as in I05. The idea is that teachers who participate in Teachers Pilot test them with their students.</p> <p>Critical to confirm pilots done with evidences of participants, activity in Moodle courses and collecting answers to Surveys and Questionnaires</p>
7	I07. Flipped Classroom Lights (and shadows) (PRO WORK)	TO BE DONE	<p>This IO is not funded.</p> <p>It will be the final section of the Handbook, in the last update, after the pilots. There will also be an infographic as a graphical summary. It will be needed to translate and to generate a final version of the Handbook in each language.</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. Flipping Framework Design			
1.1	Flipping Framework Infography v1 (AHS)	January 17	DONE	Jaitek has created a first version of the infography and all the partners accepted it
1.2	Flipping Framework Infography v2 (AHS)	June 17	DONE	It was decided to make a revision for the Interim Report version
1.3	Flipping Framework Infography v3 (AHS)	April 18	DONE	A new infography, with a more marketing view will be included in this version
2	IO2. Flipclass Handbook			
2.1	FF Handbook Version 1 (ETA)	February 17	DONE	The Handbook includes the sections of IO1 and IO7
2.2	FF Handbook Version 2 (ETA)	June 17	DONE	Version ready for the Interim Report. After feedback, a new 'reduced' version will be generated
2.3	FF Handbook Version 3 (ETA)	April 18	DONE	Reduced version with new infography
2.4	FF Handbook Version 4 (ETA)	Sept 18		Update after students pilot
3	IO3. Flipclass Resources			
3.1	Creation of Teacher resources (JAITEK)	June 18	DONE	9 EN + ES - 1 Pending
3.2	Creation of Students resources for Entrepreneurship (INNEO)	June 18	DONE	10 EN + PL
3.3	Creation of Students resources for Tourism (SZAMALK)	June 18	DONE	10 EN + HU
3.4	Creation of Youtube channel (JAITEK)	March 17	DONE	All the resources created are uploaded in the channel.
3.5	External Resources (All partners)	March 18	Ongoing	Search external resources for each area
3.6	Translation of resources (ALL)	July 18	Ongoing	All the partners will translate the videos and SCORM packages if any to their own language. It should be decided if we will translate voice or just have subtitles Pending Translations (Audio or Subtitles): Teacher Training: 3 + 1 PL ; 1 NL ; 9 +1 HU Entrepreneurship: 10 HU Tourism: 7 PL
	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)	July 18	Ongoing	EN and ES Courses ready. NL, BE, PL and HU Ongoing



#	Intellectual Outputs Tasks	Timeline	Status	Comments
4.3	Entrepreneurship Courses for VET Students (INNEO)	July 18	Ongoing	EN, PL, ES Ready NL, BE, PL and HU Ongoing
4.4	Tourism Courses for VET Students (SZAMALK)	July 18	Ongoing	EN, HU, Ongoing Critical to finish translations ES, NL, BE, PL and HU Pending
IO5. Pilot with Teachers				
5.1	Pilot with teachers using the courses created (JAITEK)	April 18 - June 18	Ongoing	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
IO6. Students Pilot				
6.1	Pilot with students about Entrepreneurship using the courses created (INNEO)	April 18 - June 18	Ongoing	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)	April 18 - June 18	Ongoing	
IO7. Flipped Classroom Lights (and shadows)				
7.1	Design of test (SZAMALK)	Teachers Q. March 18 Students Q. March 18	DONE	Surveys ready in SurveyMonkey and linked from Moodle Courses.
7.2	Flipping Framework Infography v1 (INNEO)	June 17	DONE	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	TO BE DONE	Excel with the results of the pilot questionnaires and graphics associated
7.4	Flipping Framework Inphography v2 (PRO WORK)	Jun 18	TO BE DONE	Inphography update by PRO WORK with all the partners comments and after the Pilots.