

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

**FLIPPING FIRST PROJECT**

**MINUTES  
of  
1st Project Meeting, Madrid, Spain  
November 17<sup>th</sup> – 18<sup>th</sup> 2016**



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## People attending the meeting

### **From JAITEK Tecnología y Formación SL, Spain:**

Mariano Sanz Prieto  
Saturio Rodríguez Fernández

### **From INNEO - Studio Twórczego Rozwoju, Poland:**

Karolina Budzik  
Izabela Sikora

### **From Stichting Kenniscentrum PRO WORK, Spain:**

Natascha Rooda

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

Krisztina Juhász  
Gábor Orgoványi

### **From ARTEVELDEHOGESCHOOL, Belgium:**

Lut De Jaegher

### **From Exponential Training & Assessment Limited, UK :**

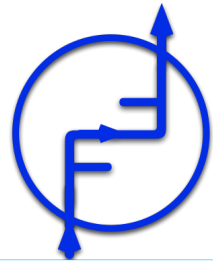
John Moore

## Minutes of the meeting

The meeting started with the welcome of Mariano Sanz, CEO of Jaitek, who made a presentation about Spain and Madrid. Then all the partner, in the same order as establish in the agenda made a presentation of their organisations so that we all have a knowledge of the activities each organisation is doing in their own countries.

After that, we started with the application content. The coordinator, Mariano Sanz, gave an overview of the project, which results are expected from it and where the budget comes from and why some of the Intellectual Outputs have not been funded, and how to deal with the overall situation.

Then we started with all the tasks that are not intellectual outputs but have to be done as general tasks of the project. Apart from the Project Management, all of them will produce a small report



dealing with one issue, and all of them will be compiled in a single report that will be the “Project Management Document” dealing with the project behaviour.

#	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		Report about how the project will be evaluated and disseminated
4	Technological Plan (INNEO)	February 17		Report about technology to be used in the project
5	Communication (AHS)	February 17		Report about the communication tools to be used in the project
6	Social Networks (ETA)	February 17		Report about how social networks will be used in the project
7	Risk Management (JAITEK)	February 17		Report about how the project will deal with risks that might appear
8	Quality Assurance (JAITEK)	February 17		Report about how the project will assure a certain quality level

After that, we started to talk about each Intellectual Output, and the way to deal with them with the situation created by having only 2 of them funded. The main discussion about them is summarised in the following table:



#	Intellectual Outputs (responsible)	Status	Comments
1	IO1. Flipping Framework Design (AHS)	TO BE DONE	This IO is not funded. It was seen as something included in the Handbook. The decision was to include this as the first section of the Handbook, and also create an infography as a summary, which can be seen as the final result of IO1
2	IO2. Flipclass Handbook (ETA)	TO BE DONE	This IO is funded, and will create report, in all the languages of the project, that may help a school to know how to implement the Flipped Class Methodology
3	IO3. Flipclass Resources (JAITEK)	TO BE DONE	This IO is funded, and will create all the resources to be used in all the courses to be created for the Pilots in the 3 areas the project will be covering: <ul style="list-style-type: none"> <li>■ Teacher Training</li> <li>■ Entrepreneurship</li> <li>■ Tourism</li> </ul> For each area, there will be between 8 and 10 resources created in the project, mainly videos using camtasia, but might also be integrated in a SCORM packet. There will be a Youtube channel of the project where all the videos will be uploaded. Some external resources, not created in the project, will also be selected to be included in the courses.
4	IO4. Flipping Framework Implementation (JAITEK)	TO BE DONE	This IO is not funded. It was seen as related with IO3. Here the framework was implemented. It was decided to create the courses in Moodle and concerning the social environment, it was decided to drop it as it was not found important by the evaluators. Anyway, Jaitek will decide if include some kind of social support, which might be done using Mahara, which has certain functionalities for that. All the resources created in IO3 will be incorporate in 6 courses, 2 for each area.
5	IO5. Pilot with Teachers (SZAMALK)	TO BE DONE	This IO is not funded. It was seen as related with IO3. The application included a lot of time for supporting schools and teachers while doing the testing. The decision was to create an online helpdesk, with faqs and documents, and avoid as much as possible spending time in the schools directly, but just in the distance (phone, email and videoconference)
6	IO6. Students Pilot (INNEO)	TO BE DONE	This IO is not funded. It was seen as related with IO3. The application included a lot of time for supporting schools and teachers while doing the testing with learners. The decision was to create an online helpdesk, with faqs and documents, and avoid as much as possible spending time in the schools directly, but just in the distance (phone, email and videoconference)
7	IO7. Flipped Classroom Lights (and shadows) (PRO WORK)	TO BE DONE	This IO is not funded. It was seen as something included in the Handbook. The decision was to include this as the final section of the Handbook, and also create an infography as a summary, which can be seen as the final result of IO7

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 Inphography v1 (AHS)	January 17		Jaitek will create a first version of the inphography. All the partners will comment. AHS will create final version with the comments done
1.2	Flipping Framework Inphography v2 (AHS)	June 17		Inphography update
1.3	Flipping Framework Inphography v3 (AHS)	April 18		Inphography update
2	I02. Flipclass Handbook			
2.1	FF Handbook Version 1 (ETA)	February 17		Jaitek will create a first version of the index of the report. All the partners will comment. ETA will create final version of the report. The Handbook includes the sections of I01 and I07
2.2	FF Handbook Version 2 (ETA)	June 17		Update after teachers pilot
2.3	FF Handbook Version 3 (ETA)	April 18		Update after students pilot
3	I03. Flipclass Resources			
3.1	Creation of Teacher resources (JAITEK)	March 17		Instructional design and creation of 8-10 resources about methodologies (Multiple Intelligences and Project Based Learning) and web 2.0
3.2	Creation of Students resources for Entrepreneurship (INNEO)	June 17		Instructional design and creation of 8-10 resources about Entrepreneurship for VET students
3.3	Creation of Students resources for Tourism (SZAMALK)	June 17		Instructional design and creation of 8-10 resources about Tourism for VET students
3.4	Creation of Youtube channel (JAITEK)	February 17		Creation of a Youtube channel for the project and upload of all the videos generated, which might be used independently



#	Intellectual Outputs Tasks	Timeline	Status	Comments
3.5	External Resources (All partners)	Teachers March 17  Students June 17		Search external resources for each area
3.6	Translation of resources (ALL)	Teachers March 17  Students September 17		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
	I04. Flipping Framework Implementation			
4.1	Flipping Environment	January 17		Create a Moodle space for the project and if possible also link it with Mahara
4.2	Teacher Training Courses (JAITEK)	March 17		JAITEK creates 2 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)	September 17		INNEO creates 2 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 2 courses for Students about Tourism in English. ETA revise the English version. All the partners duplicate and translate them for their national schools
	I05. Pilot with Teachers			
5.1	Pilot with teachers using the courses created (JAITEK)	March-May 17		Running the pilot in all the countries with at least 5 schools in each country and 10 teachers involved (2 per school)



#	Intellectual Outputs Tasks	Timeline	Status	Comments
6	I06. Students Pilot			
6.1	Pilot with students about Entrepreneurship using the courses created (INNEO)	October 17- February 18		Running the pilot in all the countries with at least 5 schools in each country and 10 teachers involved having each teacher at least 20 students involved
6.2	Pilot with students about Tourism using the courses created (SZAMALK)	November 17 - March 18		
7	I07. Flipped Classroom Lights (and shadows)			
7.1	Design of test (SZAMALK)	Teachers Q. February 17 Students Q. June 17		Creation of questionnaires for the pilot. SZAMALK creates a first version and all the partners contribute. And with that create the final version. Has to be decided the tool to use for the online questionnaires.
7.2	Flipping Framework Inphography v1 (INNEO)	June 17		Jaitek will create a first version of the inphography. 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 Inphography v1 (PRO WORK)	May 18		Inphography update by PRO WORK with all the partners comments

Then we talk about the staff training. The coordinator explained that there was a mistake in the application and there is no money for subsistence included. It was proposed to the NA to make it online but it was not accepted. There was a discussion about the option to ask for an amendment, but it was rejected, and the cost will be taken from the other parts of the budget. It was decided to celebrate it in February 2017.



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For the meetings we will follow the order in the Application, and next meeting will be in Poland, dates to be decided depending on the final dates for the training.

About management and financial issues, JAITEK will create timesheets for dedication on Intellectual outputs, and will create budget and planning summaries at least each 4 months so that all partners have all the required information about how the project is going on.

All the files will be shared using owncloud, a kind of private dropbox.

We will have videoconference meetings periodically, more or less each 3 weeks, and always depending on meeting or events where we might also work together.

Concerning websites and social networks, JAITEK will create the web in the url  
<http://flippingfirst.eu/>

For social networks, we will only use Facebook and Twitter as project, and all the partners will collaborate in the feeding of the social networks. All the partners will also create a space in their own website explaining the project and linking to the project site, and of course, also the other way around.

Finally, Pro-work will create the questionnaires and report to evaluate the project, including each meeting. It will be explained in the evaluation plan mentioned above.

And with that we closed a fruitful meeting where we had a join dinner on Thursday, where some Spanish specialities were tasted.