

Kick Off Meeting “MoTech” Grundtvig Project.

Nicosia, 4-5 of December 2013

European University Cyprus Research Center.

Participants

1. Dimitrios Vlachopoulos (EUC Research Center)
2. Rita Smilingienė, Plungės suaugusiųjų švietimo centras, Lithuania
3. Adomas Kripas, Plungės suaugusiųjų švietimo centras, Lithuania
4. Nijolė Žlibinienė, Plungės suaugusiųjų švietimo centras, Lithuania
5. Anna Walkowiak, CENTRUM EDUKACJI NAUCZYCIELI W KOSZALINIE, Poland
6. Zenon Decyk, CENTRUM EDUKACJI NAUCZYCIELI W KOSZALINIE, Poland
7. Katarzyna Sobańska, CENTRUM EDUKACJI NAUCZYCIELI W KOSZALINIE, Poland
8. Sven Jarvi, Östra Grevie folkhögskola, Sweden
9. Susanne Andersson, Östra Grevie folkhögskola, Sweden
10. Melvut Aydogmus, Dost Eli Konya Gıda Bankası Yardımlaşma ve Dayanışma Derneği, Turkey
11. MustafaYilmaz, Dost Eli Konya Gıda Bankası Yardımlaşma ve Dayanışma Derneği, Turkey
12. Mona Komulainen, e-Seniors Institute, France
13. Françoise Pettelat, e-Seniors Institute, France

Description of the main activities of the kick-off meeting

Tuesday 3.12.2013 at 20.30 (old city of Nicosia)

Ice-breaking dinner at Nicosia city center. Local cuisine and traditional music.

Wednesday 4.12.2013 at 09.45 (European University Cyprus Research Center)

09.45- 10.15: Visit to the EUC buildings

10.20-11.00: Warm-up session (presentation of each partner)

11.00-11.15: Coffee break

11.20-13.45: Project discussion – review the project’s objectives, distribution of tasks and workplan

13.45- 15.00: Lunch break

15.00- 18.30: Project – setting objectives for the semester and plan the next mobilities

Thursday 5.12.2013 at 09.30 (European University Cyprus Research Center)

09.30- 11.00: Project’s logo and web page. Presentation of the current situation and decision about the final version of both issues

11.00-11.15: Coffee break

11.15-13.30: Meeting evaluation

13.30-15.00: Lunch break

18.00- 20.00: Cultural event related to the MoTech project. Elderly care center. Children Care Center. Center of Adult Education of the Municipality of Nicosia at Famagusta Gate.

Minutes of the kick-off meeting

During the first day of the meeting, all partners presented their institutions through digital presentations (Power Point & Prezi). So they gave the consortium the necessary information about their institution but also about the cultural and geographical background.

The first topic that was discussed in the meeting was the logo of the project. The Swedish partner presented two proposals for the MoTech logo that had been also sent by email to all partners. These two logos were created by students of the Swedish institution. After a brainstorming activity, all MoTech partners agreed that the most suitable logo was the first one. They only mentioned one comment for improvement to distinguish the M and the T in a way, since they are the initial letters of two different words. We asked the creator (student) to suggest how he thinks it should be done. The partners are waiting for the improved version of the logo to be presented via email by the Swedish partner.



The second topic that was discussed in the meeting was the web-page of the project. The Turkish partner (responsible for the creation and actualization of the webpage) presented the structure of the webpage that it is going to be created in Wordpress blogs. After exchanging ideas for the address of our webpage, all partners agreed that the best

available option is www.motech4adults.com. After a brainstorming activity, the consortium agreed that the main parts of the webpage should be the following.

Project	Workshop resources	Project Outcomes	Photos / Videos	Project Meetings	Project Partners
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The Turkish partner will also create a Facebook profile as a means of better dissemination for MoTech project. The Turkish partner is waiting the logo and short description of each partner to introduce it in the webpage. All partners agreed to sent this information to Turkish partner as soon as possible.

The third topic that was discussed in the meeting was the creating of a mailing list in order to achieve better communication among the partners. The Turkish partner created a yahoo mailing list. All partners should join this yahoo group as soon as possible to guarantee the smooth communication within the project.

The 4th topic that was discussed in the meeting was the writing of the minutes of each project meeting. All partners agreed that the host partner should be responsible to write the minutes of each meeting. In this case the kick-off meeting minutes are responsibility of the Cypriot partner (EUC Research Center-Dimitrios Vlachopoulos).

The 5th topic that was discussed in the meeting was the design and implementation of the survey for the evaluation of the project's events. The Polish partner agreed to prepare this data collection instrument and circulate it to the rest of the consortium for feedback by the end of January 2014. The survey will be filled at the end of each workshop and the host partner is responsible to present the evaluation results to the rest of the consortium.

The 6th topic that was discussed in the meeting was the creation of a Manual of experiences of using ICT in education process. The consortium agreed that each partner should contribute with at least two experiences. The Swedish partner is the responsible for the final version lay out of this manual.

The 7th topic that was discussed in the meeting was the creation of newsletters that will be informing the community for the project's activity and development. The French partner is the responsible for the preparation of these newsletters. Of course, the rest of the partners will contribute as far as the content is concerned and will approve their final version.

The 8th topic that was discussed in the meeting was the structure of the workshops. The partner of Cyprus suggested more easy topics to be offered in the beginning (informatics, applications knowledge basically) and then pedagogy workshops that are more complex. The rest of the partners agreed and accepted this proposal. In this context, Cyprus is responsible to offer a workshop on creating online surveys, another one in creating blogs and a third one in blended/distance learning and the use of virtual learning platforms (the first two will take place in France and the third online). Poland will offer another workshop in using Wikis in the teaching activity. In Sweden another workshop will be offered about digital presentations programs (power point & prezi). In Turkey another workshop will be offered on game-based learning. The last workshop will take place in Lithuania and will be about “Innovative Learning Approach: using social networks and mobile applications as tool for adult learning”.

The 9th topic that was discussed in the meeting was the organization of the project’s meeting (place, dates and workshops offered during each meeting). The agenda that was approved by the consortium is the following:

- 3-5 December 2013: Kick off meeting, Cyprus
- 26-28 March 2014: Meeting in Paris. Workshops on Blogs and Online Surveys. Participants should bring their laptops in this meeting.
- 8-20 June 2014: Meeting in Poland. Workshop on Wikis in teaching.
- October 2014 (specific dates not confirmed): Meeting in Sweden. Workshop on digital presentation applications.
- January 2015 (specific dates not confirmed): Meeting in Turkey. Meeting on Game-based learning.
- June, 2015 (specific dates not confirmed): Meeting in Lithuania. Project’s final conference and workshop on social networks and mobile applications.

After discussing and deciding all the above issues, the participating partners did an evaluation of the project’s preparation and the organization of the kick-off meeting.

Sweden partners expressed their total satisfaction for the development and preparation of the projects which objectives seems now very clear to them. They congratulated the host partner for the organization of the first meeting and all the planned activities (social activities, ice-breaking activity) and Lithuania partner for the coordination of the whole process.

Turkish partners also were very satisfied for the efficiency of the project preparation process. They are very happy for meeting all partners and for their first visit in Cyprus. All project objectives and tasks seem very clear to them and they look forward to start the activities.

French partners expressed also their satisfaction for the preparation of the project activities and the distribution of tasks. They mentioned that everything is very clear now and that they look forward to start working on the project. They highlighted the importance and the success of the ice-breaking dinner that was organized by the host. They thanked Lithuania for the successful coordination of the project.

Polish partners mentioned that they liked the atmosphere and accommodation and they highlighted the modernity of the host country (EUC) infrastructure. They thanked Lithuania for the successful coordination of the project. All project objectives and tasks seem very clear to them and they look forward to start the activities. They look forward to host the meeting in Poland as well.

Lithuania partner highlighted the modernity of the host country (EUC) infrastructure and the importance of the ice-breaking dinner organized. They thanked the whole group for accepting their duties without any complaint. Some pending issues are left but they can be discussed in a later phase. Most things are very clear and the whole meeting is considered very successful.

Cyprus partner underlined the “chemistry” and pleasant atmosphere among the partners. He thanked all of them for the good comments on the organization of the kick-off meeting and congratulated Lithuania partner for the coordination. Even though he has participated in many EU funded projects, this is the first Grundtvig and it is a very fruitful experience so far.

The meeting ended and the participants gave an appointment to Nicosia city center for the cultural event (see information above).

Next meeting is planned in Paris 26-28 March 2014.