

Kick-off meeting Minutes

23rd and 24th of January 2014

**Venue: Institute for Innovation in Learning, Dr. Mack-Str. 77, Technikum 2, 3rd Floor
90762 Fürth, Germany**

Participants:

NAME	Partner
Monique Epstein	ESE
Ariane Girault	ESE
Estelle Ziegler	ESE
Dr. Georgeta Chirlesan	GIE
Dr. Dumitru Chirlesan	GIE
Pilar Escuder Mollón	SCU
Roger Esteller Curto	SCU
Paul Held	ILI
Sónia Hetzner	ILI
Jesús Copado	ILI
Amrei Tenckhoff-Eckhardt	ILI
Angela Köchel (23.01.2014)	ILI

Agenda: Thursday 23rd of January 2014

08:45	Pick-up in front of the hotel by Sónia ☺
1. 09:00 – 9:15	Welcome at ILI
2. 09:15-10:15	Individual partner presentation It is up to the individual partner, if a power point presentation is suitable or not.
10.15 – 10:30	Coffee break

Agenda: Thursday 23rd of January 2014

3. 10:30-12:00	<p>WP1 - Project Management ILIProject month 1 to 24</p> <ul style="list-style-type: none"> • Presentation of the project, its objectives, work plan, deliverables, and role of partners • Guidelines for communication between partners • Presentation of proposals for logo • Administrative and financial issues • D1.1 Partner Agreement signed by all partners due to 31.01.2014 • D1.3 Interim Report due to 31.01.2015 • D1.2 IPR Agreement and D1.4 Final Report due to end 2015
12:00 – 13:30	Lunch break
4. 13:30-14:15	<p>WP2 –Pedagogical Concept and game design SCUand ILIProject month 1 to 6</p> <ul style="list-style-type: none"> • Presentation of the aims of the WP • Methodology and time table discussion • D2.1 Pedagogical and tutoring concept due to 31.05.2014 including a user needs analysis, desk research, expertise of WP leader • D2.2 Training App concept due to 30.06.2014
5. 14:15-15:00	<p>WP3 –Technical development and implementation ILI and GIE</p> <ul style="list-style-type: none"> • Presentation of the aims of the WPProject month 4 to 18 • Methodology and time table discussion • D3.1 Technical concept for SenApp due to 30.06.2014 • D3.2 Training environment and training App due to 31.10.2014
15:00 – 15:15	Coffee break
6. 15:15-16:00	<p>WP4 – Content development & localization ILIProject month 4 to 21</p> <ul style="list-style-type: none"> • Presentation of the aims of the WP • Methodology and time table discussion • D4.1 Curriculum and pedagogical design due to 30.09.2014 • D4.2 Learning Units due to 30.04.201
23.01.2014	
7. 16:00-16.45	<p>WP5 – Testing and piloting ESEProject month 8 to 23</p> <ul style="list-style-type: none"> • Presentation of the aims of the WP • Methodology and time table discussion • D5.1 Testing design due to 31.12.2014 • D5.2 Piloting design due to 30.04.2015 • D5.3 Piloting due to 31.08.2015
16:45 – 17:15	Coffee break
8. 17.15-18.00	<p>WP6 – Quality monitoring and evaluation SCUProject month 1 to 24</p> <ul style="list-style-type: none"> • Presentation of the aims of the WP • Methodology and time table proposal • D6.1 Evaluation plan due to 31.03.2014 • D6.2 Interim Evaluation Report due to 31.01.20115 • D6.3 Final Evaluation Report due to 31.12.2015
18.00-18.15	Summary of the day and end of 1 st meeting day

Agenda: Friday 24th of January 2014

9:00-9:30	Arrival at meeting venue Potential pending issues from previous day
9. 9:30-10:15	WP7 – Dissemination ILI Project month 1 to 24 <ul style="list-style-type: none"> • Presentation of the aims of the WP • Methodology and time table proposal • D7.1 Dissemination plan due to 31.05.2014 • D7.2 Website due to 30.04.2014 • D7.3 Final Dissemination Report due to 31.12.2015 • D7.4 Project Brochure due to 30.06.2014
Postponed	WP8 – Exploitation GIE Project month 12 to 24
12:00 – 16:15	Coffee break
10. 10:15 – 11:30	Summary of the kick off meeting and follow ups → To does
11:30	End of our meeting

1. Welcome and introduction

The leader of ILI (Paul Held) welcomed everyone with a short introduction also of the meeting venue and officially opened the meeting. The agenda was approved.

2. Presentation of the partnership

All partners presented themselves, their organizations and their core areas of expertise (see partners PPT).

3. WP1 - Project Management | ILI Project month 1 to 24

As coordinator of the SenApp project ILI introduced the work and aims of WP1 with a presentation of the project, its objectives, theoretical, pedagogical and technological background and concepts, work plan, deliverables, and role of partners in the project (details see Project SenAPP.ppt;5-13). Partners discussed different conditions in partners' countries. In all countries seniors still are e-excluded due to emotional, financial and skill and knowledge related reasons.

ILI also explained the overall objectives and aims of WP1 and underlined the importance of all partners participating actively in this WP1 (details see Project SenAPP.ppt; 14-17).

The partnership fixed already dates for two further meetings:

- 2nd partners meeting in Castellón, Spain on 3rd and 4th of July 2014
- 3rd partners meeting in Paris, France on 19th and 20th of February 2015
- 4th partners meeting in Pitésti, Romania in September 2015 (dates will be fixed later)

ILI presented proposals for a logo, the partnership agreed on proposal number 4 (details see Project SenAPP.ppt; 16).

To ease communication and maintain work- and knowledge flow through all partners ILI suggested some communication rules, on which all agreed:

- All partners use the mailing list (senapp@fim.uni-erlangen.de) to distribute and contribute to all issues of the project. Although it sometimes causes many emails partner agreed that everybody shall get all news concerning the project.
- In the first month of our project monthly flash-meeting will take place, to push the project and monitor the results. Later on every second month may be sufficient. Partners will discuss this during partners meetings.
- The partnership will use Dropbox for File exchange (big documents).
- Partners agreed on a procedure to produce outcomes: The Work package leader is responsible to create a first proposal of deliverables or outcomes. All partners are in charge to give feedback and to collaborate to the proposal usually within one week.

Within WP1 a progress and final report will be developed and all partners will contribute actively to them.

Angela Köchel explained briefly administrative and financial rules:

For LLP projects (call 2013) there will be an audit at the end of the project lifetime accompanying the final report. For that reason all costs have to be fully documented. Details can be found in the Project Handbook, selection 2013.

For staff costs the real daily rate has to be used. The calculation of the daily rate should be done according to the internal policy on salaries in the organization. Moreover timesheets, employment contracts, official payroll documents and proofs of payment are needed.

For subsistence costs real cost or lump sum are possible. For travel costs all invoices have to be presented (e.g. boarding pass, tickets...)

For subcontracting with a value over EUR 1000,- up to 15.000,- one single tender following a negotiated procedure is necessary. The process should be well documented, e.g. by e-mails.

For Other costs like e.g. fruits, snacks, books, conference fees etc. invoices are necessary.

We will provide you after the meeting with:

- Timesheet templates
- Evidence sheets for travel/subsistence, other costs
- Link to Project handbook
- Excel table with payments
- Link for exchange rate

4. WP2 – Pedagogical Concept and game design | SCU Project month 1 to 6

ILI introduced the objectives and outcomes of WP 2 (details see Project SenAPP.ppt; 26-36). SCU proposed detailed strategies, methods and measures for user and training needs analysis (qualitative data, semi-structured interviews with seniors in all partners countries) (details see PPT WP2 from SCU).

The partnership agreed with the proposed strategies, methods and measures and decided to interview three different senior-groups classified by their level and competence to use ICT: each partner will interview two elderly ICT-trainers, 3-5 seniors with advanced users, 3-5 basic-users and 3-5 non users. So a minimum of 11 persons or a maximum of 17 persons will be interviewed in by each partner. Partners can decide according to their circumstances if they run individual interviews or group interviews.

SCU will develop an interview grid for each senior user group till 10.02.2014 and will receive feedback from all partners till 17.02.2014. It shall be a 2-step-interview-grid to cause in a first step general ideas (open questions) and to check wishes and needs in a proposed list in a second step. To discuss the final version of the interview grids a Flash-meeting concerning WP2 will take place on 26th of February at 15:00 – CET.ILI will send invitations to a meeting source to all partners. After agreement on interview grids SCU will distribute the final version of the interviews and a template for the national reports till 03.03.2014. 11 to 17 interviews with seniors detailed reported within the provided template have to be send to SCU till 31.03.2014. SCU will compile the D2.1 Pedagogical and tutoring concept till 31.05.2014 and prepare D2.2 Training App concept due to 30.06.2014.

5. WP3 – Technical development and implementation | ILI and GIE

Project month 4 to 18

GIE started the discussion about WP3 with a detailed list of open questions (details see PPT SenApp_ WP3_GIE.ppt). ILI introduced the objectives and outcomes of WP 3 (details see Project SenAPP.ppt; 37 - 47) and proposed an open source LMS (ILIAS). Partners discussed advantages and disadvantages of “real” APPs (after download independent from web) in difference to “web-based” APPs (function need web-connection). Due to financial and time restrictions and also due to more flexibility, better possibilities for adaptation and evaluation the partnership agreed to use a web-based APP (LMS, but looking and feeling like an APP) with a clear focus on the adaptation of the LMS to the needs and wishes of seniors (simplification, easiness to use, haptic approach, less choices/complexity). ILI will produce a proposal till the next meeting and distribute a Demo-Version in advance. As base for the authoring of the contents of SenApp the partnership has to decide which authoring tool to use. ILI proposed to use Captivate Adobe. This tool offers already to create contents for tablets for IOS and Android. Partners can use a demo-version of this tool for 30 days. All partners have to check if it is possible to use this tool in their countries or if they have other suggestion for an authoring tool.

6. WP4 – Content development & localization | ILI

Project month 4 to 21

ILI introduced the objectives and outcomes of WP 4 (details see Project SenAPP.ppt; 48 - 49) and presented some products and results of prior developments (project MobiSen, Amicus-productions) to get an impression about what could be a possible stile of a learning unit and to develop a common imagination of it.

The curriculum of the contents in the area of Communication in, Information on and Participation to the information and knowledge society will be developed according the results of WP 2. One suggestion could be to produce a learning unit in the area of “how to use existing resources in www”, e.g. health. According results of WP 2 ILI will distribute a proposal so that partners can decide about the curriculum during the next meeting. Due to the two testing and piloting phases foreseen in WP 5 in the project months 12 to 15 and 16 to 19 a first prototype needs to be developed soon. ILI will produce a first prototype as base for discussion during the next meeting (July 2014). After the second meeting partners have to finalize 10 multimedia learning units to be ready to be tested in Spain and Germany during the first testing phase (December 2014 – March 2015). So far - if not changed during the second meeting - partners planned to develop ten learning units until October/November 2014, to have them translated in

Spanish and German at the beginning of the first testing phase. During the 1st testing phase further 15 multimedia learning units will be developed and translated in all partners languages till the beginning of the 2nd testing phase in April 2015.

7. WP5 – Testing and piloting | ESE

Project month 8 to 23

ESE and ILI introduced the objectives and outcomes of WP 5 (details see Project SenAPP.ppt; 21). As this WP starts in August 2014 partners agreed to discuss the test and pilot design during the next meeting. ESE will prepare a proposal and present it during the next meeting in July.

8. WP6 – Quality monitoring and evaluation | SCU

Project month 1 to 24

SCU introduced the objectives and outcomes of WP 6 (details see PPT SCU WP6 and Project SenAPP.ppt; 22). Roger and Pilli proposed strategies and methods to achieve high quality processes and products and to evaluate them formative and summative within the SenApp project. Due to the small partnership, partners agreed to create a non-invasive, slim and effective evaluation strategy. SCU will distribute a proposal for an evaluation plan due to 14.03.2014. Partners will provide their feedback within one week. SCU will then implement this feedback (critical points can be discussed during a Flash-meeting in March (date to be fixed)) and create D6.1 Evaluation plan.

9. WP7 – Dissemination | ILI

Project month 1 to 24

ILI introduced the objectives and outcomes of WP 7 (details see Project SenAPP.ppt; 50-51). Four issues have been discussed:

Dissemination activities: To collect ideas for dissemination (contacts of project partners , key conferences at regional, national and European level, Cross linking information on SenApp to many web-presentation or institutions working with seniors) ILI will distribute a template (14.02.2014). Partners will give their feedback to the template (latest 24.02.2014) and ILI will implement their feedback (critical points can be discussed in the online meeting on 26.02.

2014) till the end of February (28.02.2014). All partners will then collect ideas and contacts according to the agreed template (14.03.2014).

Dissemination Plan: ILI will develop a proposal for D7.1 Dissemination Plan (04.04.2014) and receive feedback from partners (latest 17.04.2014), implement the feedback and finalize D7.1 Dissemination Plan (31.05.2014).

Website: Further on ILI will provide a proposal for the SenApp-website: <http://www.senapp.eu> (05.03.2014); asking for partners feedback till 14.03.2014. After implementation of partners feedback (latest: 28.03.2014, critical points can be discussed in an online meeting) partners need to translate the contents of the website in all partners languages (17.04.2014), and ILI will upload all languages (30.04.2014).

Brochure: ILI will send a proposal for a project brochure (07.04.2014). Partners are asked to provide their feedback to the proposal till (16.04.2014), which will be implemented by ILI (critical points to be discussed in an online meeting in April) to provide a finalized English version on 07.05.2014. Partners have then time to translate the brochure in their languages till 23.05.2014. D7.4 Project Brochure has to be finalized by 30.06.2014.

10. WP8 – Exploitation | GIE

Project month 12 to 24

The Discussion about WP 8 had been postponed to the next meeting as WP 8 starts in December 2014 (see also Project SenAPP.ppt; 24).

11. To do for the next month until 2nd meeting

WHAT	DEADLINES	WHO	Done
WP1: Project Management ILI	PM 1 - 24		
Kick off meeting Germany	23./24.01.2014	all	☺
D1.1 Partner Agreement signed by all partners	31.01.2014	all	☺
Send all eMail addresses of persons who should be included in the mailing list to ILI	asap	all	
Send all PPT used at the meeting to ILI	asap	all	
Initiate the first payment	asap	ILI	
Minutes of the meeting	06.02.2014	ILI	
2nd Partners Meeting	03.-04.07.2014	SCU/all	
D1.3 Interim Report	31.01.2015	ILI/all	
3rd Partners Meeting	19.-20.02.2014	ESE/all	
4th Partners Meeting	09./10.2015	GIE/all	
D1.2 IPR Agreement	30.11.2015	ILI/all	
D1.4 Final Report	31.12.2015	ILI/all	
WP2: Pedagogical Concept and App design SCU	PM 1 - 6		
3 Drafts Interview - grid	10.02.2014	SCU	
Feedback from all partners	17.02.2014	all	
Flash-meeting concerning WP2	26.02.2014 15:00 CET	ILI	
Final version of the interview-grids	03.03.2014	SCU	
Template for reports	03.03.2014	SCU	
Running the interviews/group interviews	31.03.2014	all	
D2.1 Pedagogical and tutoring concept	31.05.2014	SCU/all	
D2.2 Training App concept	30.06.2014	SCU/all	
WP3: Technical development and implementation GIE	PM 4 - 18		
Development of the LMS appearing like an APP (ILIAS adaptation)	03.-04.07.2014	GIE/ILI	
Election of an authoring tool, ILI proposed Captivate Adobe, decision within the partnership	April Flash Meeting	all	
Check if all can use Captivate Adobe	March/ April	all	
Election of a system software IOs, Android, windows	May Flash Meeting	all	
D3.1 Technical concept for SenApp	30.06.2014	GIE/all	
D3.2 Training environment and training App	31.10.2014	GIE/all	

WHAT	DEADLINES	WHO	Done
WP4: Content development & localization ILI	PM 4 - 21		
Development of a prototype learning unit	03.-04.07.2014	ILI	
Development of a curriculum proposal according results of WP2	03.-04.07.2014	ILI	
Decision of curriculum	03.-04.07.2014	all	
D4.1 Curriculum and pedagogical design	30.09.2014	ILI	
Development of 10 multimedia learning units	31.10.2014	All	
Translation of 10 multimedia learning units	30.11.2014	SCU/ILI	
Development of 15 multimedia learning units	28.02.2015	All	
Translation of 15 multimedia learning units	31.03.2015	all	
D4.2 25 Learning Units	30.04.2015		
WP5: Testing and piloting ESE	PM 8 - 23		
Proposal for testing and piloting design	03.07.2014	ESE	
D5.1 Testing design	31.12.2014	ESE/all	
1st Testing Phase (DE/ES)	PM 12 - 15	SCU/ILI	
D5.2 Piloting design	30.04.2015	ESE/all	
2nd Testing Phase	PM 16 - 19	all	
D5.3 Piloting	31.08.2015	ESE/all	
WP6: Quality monitoring and evaluation SCU	PM 1 - 24		
Proposal for an evaluation plan (EP) according the presentation during the 1st meeting	14.03.2014	SCU	
Feedback to the proposal(EP)	21.03.2014	all	
Implementation of partners feedback (EP, critical points to be discussed in an online meeting),	March 2014	all	
D6.1 Evaluation plan	31.03.2014	SCU	
6 month project evaluation including external evaluation	03.-04.07.2014	SCU/all/external .	
D6.2 Interim Evaluation Report	31.01.2015	SCU/all	
D6.3 Final Evaluation Report	31.12.2015	SCU/all	
6 month project evaluation	19.-20.02.2014	SCU/all	
6 month project evaluation	09./10.2015	SCU/all/external .	
WP7: Dissemination ILI	PM 1- 24		
Template to document ideas for dissemination (D):	14.02.2014	ILI	
Feedback to the template (D)	24.02.2014	all	
Implementation of partners' feedback (D, critical points to be discussed in the online meeting 26.02.)	28.02.2014	all	
Ccollection and documentation according the	14.03.2014	all	

disseminated template (D)			
WHAT	DEADLINES	WHO	Done
Proposal for Dissemination plan (DP)	04.04.2014	ILI	
Feedback from partners (DP)	17.04.2014	all	
D7.1 Dissemination Plan	31.05.2014	ILI	
Proposal for Website (W)	05.03.2014	ILI	
Feedback to the proposal (W)	14.03.2014	all	
Implementation of partners feedback (W, critical points to be discussed in an online meeting)	28.03.2014	ILI	
Translation of the Website in all partners languages	17.04.2014	all	
D7.2 Website	30.04.2014	ILI	
Proposal for brochura (B)	07.04.2014	ILI	
Feedback to the proposal (B)	16.04.2014	all	
Implementation of partners feedback (B, critical points to be discussed in an online meeting)	07.05.2014	ILI	
Translation of the brochure in all partners languages	23.05.2014	all	
D7.4 Project Brochure	30.06.2014	ILI	
D7.3 Final Dissemination Report	31.12.2015		
WP8: Exploitation GIE		PM 12 - 24	
Proposal for exploitation plan	03.07.2014	GIE	
D8.1 Exploitation Plan	31.12.2014	GIE	
D8.2 Implementation Guidelines (eBook)	31.08.2015	GIE	
D8.3 Exploitation report	31.12.2015	GIE	