



**Erasmus+ Programme, Key Action 2: Strategic Partnerships**

**TRAIning Transversal -Supporting Career Development and Research (2015-2017)**

**Final Management Meeting 05th – 06 th September 2017**

**City:**

České Budějovice, Czech Republic

Meeting hosted by ProEduca z.s.

**Participating Organisations:**

Romania – Liceul Tehnologic de Mecatronica si Automatizari

Czech Republic - ProEduca z.s.

Austria - Frauenberatungsstelle Oberpullendorf

Turkey – Burdur İl Milli Eğitim Müdürlüğü

Italy - Bluebook s.r.l.

Italy - Archivio della Memoria

Reporting from each partner on the final stages of the Intellectual Outcomes

**Sergio**

- Complete translation of the modules 4 5 and 6
- Multiplier event on 21th July in the Scientific Parc of the university with various guests, including speaker from India, professors, startups, entrepreneurs.

**Mutual agreement**

- Direct evaluation of the multiplier event
- Noemi and Monika will have a google form evaluation after the multiplier event
- For dissemination, sending the information about TRAIT project to the relevant stakeholders

**Yasemin**

- Translation of all the modules + Guidelines for activities
- Multiplier event held in June + workshops with testing the modules and practical activities (lots of teachers participates).

Lucie

- Nearly done with the translations + crosscheck
- Multiplier – next week
- Publishing IO1 in a scientific paper at National level + presenting it at national scientific conference

Doris

- Finished the translations + Guidelines of the practical activities
- Next week – local testing
- 24th September the multiplier event

Final agreements:

We will work with modules as a whole, not sections – the e-learning Moodle platform needs to be revised.

Revised Moodle – in separate file

Revised website of the project – in separate file

Deadlines:

Before 30th September – final modules in all languages ready and uploaded on Moodle

The second newsletter issued by Sergio

First week in October

Final version of the website

The third newsletter issued by Lucie

Moodle platform content list

1. All materials will be uploaded into folder Training TRAIT (no national folders anymore)
2. Dana will make an introduction to the whole course.
3. Teachers guide – EN + all national languages in the following order: EN, CZ, GE, IT, RO, TR
4. The module in pdf (1 file, no sections) English first, then all national languages (6 files)
5. Quiz – 3 per module max. in English (no translation). Quiz can be created under the platform, or be uploaded as an independent file (in pdf), or as a link (in this case „Quizes“ a folder and insert links in it)
6. Video collection – 3-4 videos + short description (videos need to be uploaded on the project)

YouTube channel first, then linked to Moodle)

7. Folder: Other interesting material (optional, fill it with with any other relevant documents and information you may have)

8. Jan will create user+password for visitors (National Agency) – possible access without user and password? If not, what are the options? Can we move the entire Moodle content into the project web page? Or other partners' web page?

Web page

Changes:

1. Title picture – the group picture from Torino and some activity, keep Noemi and skip Sergio

2. Skip the menu on the left, leave only the horizontal menu with the following categories:

a. Home (general description of the project + description of the transversal competences – to be done by Dana)

b. Partners – list of the partners including this: name, logo (on the Google Disc), short description (3 lines), web-page

c. Intellectual outcomes (description what the IO is)

i. IO1

1. Introduction

2. add the missing language versions

ii. IO2

1. Introduction

2. Guide (EN + all language versions)

3. training modules (6 modules, each in EN + all other languages)

4. platform (short description + link to Moodle)

d. Transnational cooperation activities

i. Transnational project meetings

1. First meeting: Iasi (agenda, pictures)

2. Second meeting: Rome (agenda, pictures)

3. Third meeting: České Budějovice (agenda, pictures)

ii. Short staff training events

1. First training: Torino (agenda, pictures)

2. Second training: Oberpullendorf (agenda, pictures)

e. Dissemination

i. Multiplier events

1. Romania

a. Agenda (and/or invitation)

b. Pictures

2. Italy (Rome)

3. Italy (Torino)

4. Turkey

5. Austria

6. Czech Republic

ii. Social media (Facebook, YouTube)

iii. Press and publication

iv. Newsletters

f. Contact (coordinator)

3. Remove picture menu

4. Update Erasmus+ EU website

5. Remove „Send file“ and „Gallery“