Minutes 17./18.04.2015	2nd project meeting Steyr	LOVE VET LIFELONG LEARNING

List of attendency: Minutes: D.Holstein

D.Holstein	x	J.Koivumaa	x	B.Simetz-berger	x	C.Hennig	x	M. Huhn	x		
C. Stefan	x	W.Dülfer	x	A.Riepl	x	W.Russ	x	M.Nieborg	x		

1.	Welcome, program of the meeting	6.	Meeting`s reflection and feedback
2.	Project status	7.	
3.	Outcome workshops a) Outcome 1 (C. Stefan, W. Dülfer, B. Simetzberger, , C. Henning, W. Russ) b) Outcome 2 (J. Kutzer, M. Huhn, J. Koivumaa, M. Nieborg, D. Holstein, A. Riepl) c) Outcome 3: all	8.	
4.	Project management	9.	
5.	Prospects and agreements	10	

1.	B. Simetzberger (for hosting organization) and D. Holstein (for project management) welcome the participants in the 2nd project meeting. On a proposal by D. Holstein the agenda is modified as follows: - The agenda item "Project Management" will be postponed to the 2nd meeting day. - According to the project status reports and the discussion workload will be divided into two groups: "outcome 1"and "outcome 2 ".

2.	• Introductorily D. Holstein provides the tasks of the project for project management (outcome 1, 2, 3, 5) and the status of the project with reference to the schedule of the entire project and the agenda agreed to for the subtasks of each Outcomes (see annex "LOVE VET tasks of partners_15_04_16.pdf"). • J. Koivuma gives a status report for Lapland Vocational College: **O1**: The questionnaire is currently available in English; the survey has been carried out with a few students. **O2**: For the VET involved there are competence grids available; these have not yet been applied to the competence assessment tool. Tasks connected to the competence grids are also available, they have not been applied to the tool yet. • B. Simetzberger introduces the work status of the IZ Cool: **O1:** The survey was carried out in the group of teachers and students / trainees; the results and the evaluation was transmitted in time to QMED. **O2:** For the participating VET (IT / math) competence grids are available; the VET IT Grid was entered in the competence assessment tool and linked to corresponding tasks. • C. Stefan introduces the work status for QMED: **O1:** In consultation with the participating partners the questionnaires were created and the results of the surveys - where possible - were evaluated. Based on this evaluation, a proposal for a curriculum was developed. • A. Riepl for gtn: **O3**: The eLOVE-App was developed in coordination with the OvM and is available as executable version. Because only content of OvM and IZ Cool was entered via the competence assessment tool, there is only content German on the app at the moment. • W. Duelfer describes the work results for the OvM: **O1:** The survey of teachers and students was carried out as agreed. For the training modules, holistic and coaching based materials have been developed. **O2:** For the VET "Anlagenmechaniker SHK" and "Fachinformatiker" competence grids are available and were entered in the competence assessment tool. For the VET "Anlagenmechaniker SHK" tasks have already been uploaded corresponding to the competence grid. Various training companies were contacted regarding a cooperation. In O3, as part of the app-development, a collaboration with GTN took place.
3.a	• W. Duelfer presents the OvM works results of the training modules. The on a holistic and coaching approach based materials (5 training days) have been tested partially. The discussion shows that self-awareness is a crucial principle to change the behavioral patterns of teachers and trainers. C. Stefan introduces a 5-day curriculum for the teacher training module and explains results of an entrepreneurship project.
3b.	• D. Holstein exemplifies the approach of OvM in the formulation of the competence grids for the VET "Anlagenmechaniker SHK" and explains the handling of the competence assessment tool (http://edustandards.org/). A. Riepl stated further details of the tools and explained again the architecture of eLOVE approach (competence assessment tool. App, Moodle, Mahara). • In a work phase further operating and fine details of edustandards tools are clarified. On the acquisition of competences for the selected VET was individually worked on.

3c.	• A. Riepl and staff present the work results of O3 and present the eLOVE app (see presentation materials in annex "lovevet_App_de.pdf", "lovevet_App_en.pdf", "love-vet_Vorbereitungsarbeiten_de.pdf", "lovevet_Vorbereitungsarbeiten_en.pdf"). The performance and handling of the app are exemplary shown with the previously incorporated content of the eLOVE app. In the following discussion further technical details are discussed (e.g. linking the app to Moodle and Mahara, hosting the content) and explained.
4.	Regarding the project management the following arrangements have been made: • Quarterly reports: To adapt the cycle of reports to the annual quarters the partners are asked to complete the next quarterly report by the month of June (March, April, May, June) • Dissemination (see annex „dissemination01"): - products/results should be published on project website/only office - partners who want to publish results/products should announce it to the other partners before publishing, - partners who want to disseminate activities will inform the other partners before the activity, - partners publish the proof of the activity in only office • Proof of working hours: Partners were kindly asked to manage their workload depending on the calculated working days in the projects application and contract. •
5.	Prospects and agreements made in the meeting: • Commitments (see annexes "commitments 1/2.jpg"): - tasks should be closed in only office during project meetings and by the project manager, - If a partner is not able to reach a milestone in time, he will inform the partners before deadline, - partners who don't react on mails in set timeframe agree to the mail, - If a partner needs a video conference he asks project manager (p.m.); p.m. will set a doodle to find a date. • Updated time lines: - **O1**: Cristina makes a proposal of an updated timeline (see annex Summary_groupO1_QMed_meetingAU.pdf). **Annotation**: After sending this time line via mail the majority of O1 group members did not agree to the timeline. The final timeline will be published to all partners by mail. - **O2**: complementary to the general time lines of the project detailed timelines are agreed to by the partners (see annexes "commitments 1/2.jpg": + preparation: general deadline is 31.05.2015 (diagnostic tool and upload of the tasks (school/companies) is still to be done). Until 31.05.2015 coherent parts of the content of the eLOVE app must be executable; partners must be able to start with the pilot phase then in the new school year. The content of the app can be finalized on the fly during next school year. + Implementation: The implementation phase runs until 30.09.2016; every partner is free to realize the piloting referring to the national and local conditions. P.m. will ask the partners about the dates of the piloting and will develop a detailed timeline. • 3rd project meeting will be in Kassel/Germany (09./10.11.2015), the 4th meeting in Rovaniemi/Finland (18./19.05.2016)

8.	• Feedback: The feedback of the participants for the meeting was given in target diagrams (see annex "feedback1.jpg", "feedback2.pg"). The meeting`s reflections given by the participants points out the importance of such meetings for finding a common spirit and a good understanding of all partners of the project. Special thanks were given to the organizers from Austria!

Kassel, the 10th of Mai 2015

Dieter Holstein