

Erasmus+ Programme, Key Action 2: VET Strategic Partnerships

Flip your classes through multimedia enriched apprenticeship simulations and develop e-skills for VET teachers and students to enhance youth employability (2017-2019)

Second Management Meeting

31th May – 1st June 2018

City: Malaga

Meeting hosted by Cesur – Grupo Coremsa

Participating Organisations:

- 1. Romania** – Liceul Tehnologic de Mecatronică și Automatizări
- 2. Romania** - EuroEd Iași
- 3. Spain** - CECE (CONFEDERACION ESPANOLA DE CENTROS DE ENSEÑANZA ASOCIACION)
- 4. Spain** - CESUR (CENTRO SUPERIOR DE FORMACION EUROPA SUR)
- 5. Bulgaria** - IT-World.BG
- 6. Bulgaria** - Bulgarian Association of Networking Academies
- 7. Italy** - CIPAT
- 8. Italy** - PIXEL - ASSOCIAZIONE CULTURALE

Advised readings before attendance:

Minutes of the first transnational management meeting for E-CLASSES project
The GainTime Guide contents – both text and videos

For all partners to prepare before coming:

- Draft contents for the assigned submodules of IO1 – Guideline on Flipped classroom methodology
- Ideas/best practices on implementing the video tutorials for the guide
- Ideas/best practices on creating the IO3 – Flipped lessons

Activities will take place at:

The first meeting day will take place in Cesur training center at PTA (Parque Tecnológico de Andalucía) outside of Málaga.

The second meeting day will be place in the headquarter of Cesur at city centre (Tomás Heredia, 12 – 29001 Málaga)

AGENDA

30th May 2018

All day, according to each participant schedule **Arriving of participants**

31th May 2018

09.00 - Meeting at the Cesur headquarter at city centre (Tomás Heredia, 12 – 29001 Málaga) for a private transfer to Cesur training center at PTA (Parque Tecnológico de Andalucía) outside of Málaga.

09.30 – 10.00 **Arriving of participants**
Introduction
Welcoming speech by the hosting partner
Presentation and tour of the host institution (optional)/Understanding local context, resources, targets

10.00 – 11.30 **Revising the tasks and implementation progress for IO1 – Guideline on Flipped classroom methodology**
Presentation of draft contents for each submodules of the Guide
Common debate on the possible issues, contents, form, practical aspects
Establishing the frame and format for the final presentation of the Guide.

11.30 – 12.00 **Break**

12.00 – 12.30 **Debate on creating the 8 video tutorials corresponding to the contents in the Guide**
Establishing common frame, length and style of videos
Main working steps according to the timeline
Assign of specific tasks for each partner

12.30 – 13.00 **Revision of the entire project working plan**
Revision of the planned intellectual outputs, and description of activities – results – deadlines – partners roles

13.00 – 14.00 **Lunch break**

14.30 – 15.30 **The website**
Structure and contents of the website
Integrating IO1, IO3, IO4 into the website – possible solutions
Future stages and appropriate deadlines

15.30 – 16.00 **Dissemination activities – Valorisation of the project results**
The common dissemination plan – tasks and future activities

16.00 – 16.30 **Preparation stages for IO3 – the Flipped lessons**
Debate on common subjects/topics between partners
Debate on common frame and technical details for the videos

16.30 – 17.00 **Administrative and management issues/compulsory documents**

- Declarations
- Timesheets
- Reporting issues
- Common storage use and project tools
- Questions and answers sessions on administrative issues

20.00 - **Common dinner (organised by the host)**

1st June 2018

09.30 – 10.30 **Preparing the work packages for future stages**
Definition of the main contents of the future stages
Timetable and Calendar of activities
Roles of each partner
Communication – Schedule of Skype

12.30 – 13.00 **Other**
Other possible questions - Schedule of Future Meetings
Evaluation of the meeting
Meeting conclusion

13.00 – **Free time**
Discovering the city
Departure of partners
