ERAMUS+ - POP UP RESTAURANT

07/08TH OF June 2018

1° TRASNATIONAL MEETING

IN GLASGOW

	# *Status meeting*	
	07/06/2018	
	Glasgow (Scotland) 9.30 to 18.00	

Meeting called by:	**Glasgow Clyde College**
Type of meeting:	**Popup restaurant first meeting**
Location:	**Glasgow Clyde College, Anniesland Campus Hatfield Drive Glasgow**

Attendees:	**Pop up restaurant partners**

	## *Agenda topics*

time	subject	participants
9.30– 9.45	Welcome to the partners – Introduction of the agenda	Glasgow Clyde /Associazione N.E.T.
9.45 – 11.00	Analysis of the units developed in the framework of the IO 1 Activity 1 "popup restaurant curriculum development". Checking the EQF level and the ECVET standards/ Translations	GCC + partners
11.00 – 11.15	*Coffee break*	
11.15 – 11.45	Analysis of the units developed in the framework of the IO 1 Activity 1 "popup restaurant curriculum development". Checking the EQF level and the ECVET standards / Translations	GCC + partners
13.00 – 14.30	*Lunch in GCC*	
14.30 – 16.00	Introduction of the IO1 Activity 2 – Adaptation of the pop up restaurant curriculum into my Clyde e-learning platform	Mosqito/GCC+ partners
16.00 – 16.15	*Coffee break*	
16.15 – 18.00	Introduction of the IO1 Activity 2 – Adaptation of the pop up restaurant curriculum into my Clyde e-learning platform	
19.30	*Dinner at Brel https://www.brelbar.com*	

Note:	**Agenda may change through partnership input.**

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Agenda topics

time	subject	participants
9.30– 10.15	**Dissemination activities/ stakeholder meetings:** presentation and explanation of partners dissemination activities. Translation of the materials. To do list for the near future	Associazione NET + partners
10.15 – 11.00	**Evaluation activities**: presentation of the evaluation report. To do list for the near future	VHS
11.00 – 11.15	*Coffee break*	
11.15 – 12.30	**Steering committee**: recap of decisions taken, deadlines, next steps, next meetings, quality level of communication and responding.	Associazione NET + partners (project managers)

Note:	**Agenda may change through partnership input.**

PARTICIPANTS:

Organisation	Name of the participant
Associazione NET	Mirna Fusaro
Associazione NET	Giulia Sfreddo
ACE	Alvaro Del Rìo Gonzales
ACE	Carmen Martin Bernardo
Glasgow Clyde	Susan McNellis
Glasgow Clyde	Sharon Chrombie
Glasgow Clyde	Jim Anderson
Glasgow Clyde	Molly Brice
BEFO	AdelaVitkvoska
Mosquito	Magda Szmidt
Mosquito	Bartlomiey Sulerz
VHS	Olesea Balan

Thursday 07/06/2018

Welcoming of GCC

Partners were welcome at first meeting of the popup project in the framework of the Erasmus+ initiative.

H 9.35 - The meeting stars

GCC presents the materials elaborated in the IO1, what has been done so far. ACE modules, the only ones corrected and completed are a good example. The units have a good level of details, examples, all outcomes should list skills and competences to achieve. At the end of each outcome there should be a self assessment test

- In the interactive version of each module there has to be few questions (5 to 10) after each outcome and a final test, at the end of each module

- In case of open questions, it is proposed to provide an example of answer, to be shown as "read more"

- It is proposed to make a schedule for each module divided in timing / activity / resources needed in order to give an idea of the time needed for each activity

- It is decided that the module "legislation" will be put in the module business start up, so each partner will have their own country legislation at the beginning of the module business start up. For this module there won't be any test to provide

All partners are at a good point with their work, few things for everybody are **still to be done**
GCC tells everybody what's missing:

- ✓ **NET**: details already sent, waiting for approval for the "Cooking Green", while
- ✓ zero mile provision is still to be integrated
- ✓ **BEFO**: Nothing sent so far
- ✓ **VHS**: it's good, add test after each learning outcome
- ✓ **GCC**: will provide everybody with a check list for contents
- ✓ **GCC**: in charge of writing a short introduction of the project where EQF and
- ✓ ECVET standards are explained

Few deadlines are set: **by the 27 of June** all materials have to be translated and proofread in English, by **the 27 of July** this material has to be translated in each partner language and sent to Mosqito.

It is decided that no adaptation is needed for any module because they are all "general", actually Italy wait to see the rest of the module to decide if a translation/adapation is needed.

- All learning materials will be on MyClyde platform, only a part of them will be on another platform, provided by Mosqito, where contents will appear as "a game", in a more attractive way

H 12.30 lunch

In the afternoon we go through the whole Business start up module, to try to see how to adapt the moodle curriculum version to the game. For each activity there are minor changes to do, Susan from GCC modifies the file at the moment and gives ACE and Mosqito a copy of it

- GCC is in charge of providing us access to the platform and let us know who is responsible of uploading materials
- All documents, as soon as they'll be translated, will be available in a dropbox folder, Mirna will invite everybody in a common space

Friday 08/06/2018

We look at the dissemination template with deadlines:

- NET reminds everybody that not much has been done so far for dissemination, we should focus on that a little bit. Ways to do it could be:

1. *Screenshot of emails sent to interested beneficiaries*
2. *When disseminating at a transnational meeting, please mention the presentation of PopUp project in the meeting agenda and provide pictures*
3. *Regarding the stakeholder meeting, signature sheet and report of the meeting are required, report by the end of June. Stakeholder meeting has to be organized every 3 months, so far in December 2017, March 2017 and the next one in June 2017*
4. *Each partner has to organize workshops or events to disseminate the popup restaurant project*
5. *Each partner has to organize a multiplier event (GCC and ACE have to reach 30 people, the others 50) – multiplier event and its signatures must be on the same date*
6. *For this project we also have an EPALE platform, please visit it and like it!*

Partners are kindly invited to check the dissemination template to see the number and type of organizations/bodies to reach during the life time of the project

After the dissemination activity the meeting moves to the evaluation activity.

Olesea from VHS speaks about evaluation: it's good, partners are satisfied, coordination is very good and it is very good also to have different referents for the different activity of project manager, dissemination and financial and administrative issues. The reminders and constant monitoring of the coordinator is really appreciated. The biggest difficulty regarded the organization of the stakeholder meeting at the beginning of the project, but it was overvcome. It is reminded to send required documents in time in order to work better and keep up with deadlines

- We take 5 minutes to evaluate the meeting
- Mosqito will send a template with logos for all documents

STEEERING COMMITTEE REPORT

The steering committee starts with an overview of the financial situation and missing documents from partners.

All partners have sent the required material to the financial responsible of the Associazione NET but Eurofortis (Latvia). Mrs Adela Vitkvoska is invited to send the timesheets and material like boarding cards required and asked several times by email. She assures that everything is ready and she is sending it when at home.

Next financial report will be in August 2018

NET also remember:

1. to send materials to GCC partners **IN TIME** in order for them the check and proofread them by **June 27**. No delete is possible

2. that all translated documents have to be sent to Mosqito translated in all the languages of the partnership by the **27th of July**

3. that Mosqito has to finalize the platform with al materials by the end of November

4. that GCC has to upload materials into the MyClyde platform by the end of November

5. that deadlines must be respect so that the project can go on smoothly. Moreover on partner late means the stop of the activity for everybody

6. Partners are also invited to answer to emails when receiving one also with a simple "ok received be back to you soon". This is to be professional and respect everybody work.

Partners agree.

Next meeting is decided to be in Cham, Germany, the **8-9th November 2018**

TO DO LIST

Deadlines

What	Who	By when
Popup modules ready in English (IO1)	Everybody	27 of June 2018
Share all modules on dropbox	Everybody (NET will invite all partners)	27 of June 2018
Send boarding cards and timesheets	EUROFORTIS	18of June 2018
3° Stakeholder meeting (DISS)	Everybody	End of June
All material on the platform (IO2)	Mosqito	End of November
All material on the platform (IO2)	GCC	End of November