

The Use of Web2.0 and Asynchronous Education Tools in Distance Education (TiDE)

Erasmus+

n. 2020-1-UK01-KA226-SCH-094537

AGENDA Kick-off Meeting

Meeting Date: 14-15 February 2022

Meeting Venue: Instituto de Educaçao Cic, Porto/ Portugal

In Person Attendance:

1. Restorative Justice for All International Institute (UK)
2. Kutlubey Okullari Egitim Ticaret A.S. (Turkey)
3. Merzifon Mesleki Ve Teknik Anadolu Lisesi (Turkey)
4. Instituto de Educaçao Cic (Portugal)

Virtual Attendance:

4. Drustuvo Bodi Svetloba (Slovenia)
7. Tiber Umbria Comett Education Programme (Italy)

Not Present:

6. Vilnius Technologiju Mokymo Centras (Lithuania)

10:00 – 11:00	Welcome and Introductions <ul style="list-style-type: none"> • Meeting commencement and host partner welcome • Brief presentations of each partner organisation 	Instituto de Educaçao & All Partners
11:00-11:30	TiDE Project Overview <ul style="list-style-type: none"> • Background, aims & objectives, expected results • Project activities • Workplan and timeline 	RJ4All & All partners
11:30 – 12:00	TiDE Project Website <ul style="list-style-type: none"> • Discussion of Project Website • Discussion of material needed for website from all partners 	Merzifon and Vilnius



12:00 – 12:15	<i>Coffee Break</i>	
12:15 – 12:45	Web 2.0 Tools Handbook <ul style="list-style-type: none"> • Brief description of Web 2.0 Handbook: objectives, methodology, tasks, deliverables, timescale • Presentation of timeline from lead partners 	Kutlubey
12:45 – 13:30	Asynchronous Tools Handbook <ul style="list-style-type: none"> • Brief description of Asynchronous Tools Handbook: objectives, methodology, tasks, deliverables, timescale • Presentation of timeline from lead partners 	Instituto de Educação and Drustuvo
13:30 – 15:00	<i>Lunch</i>	
15:00– 15:45	Project Management <ul style="list-style-type: none"> • Presentation of overall management and finances • Grant Agreement & Partnership Agreements • How to claim for payments via invoices and timesheets • Quality Assurance • Risk Register • Project Management Handbook 	RJ4All
15:45 – 16:15	Quality and Evaluation <ul style="list-style-type: none"> • Presentation of the quality and evaluation plan for duration of the Project from lead partner 	Drustuvo
16:15-16:30	<i>Coffee Break</i>	



16:30 – 17:00	Communication and Dissemination <ul style="list-style-type: none">• Logo finalisation, social media templates, etc.• Discussion of dissemination register, newsletter, dissemination reporting etc.	Tiber
17:00 – 17:30	Meeting Closure; Additional Time for Questions <ul style="list-style-type: none">• Next steps & deadlines (RJ4All)• Arrangement of the next transnational project meeting (hosted in Italy – Tiber)• Any other businesses• Evaluation of meeting and certifications (Instituto de Educaçao)	RJ4All, Instituto de Educaçao, & All Partners