



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

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

AGENDA Third TPM in Lithuania

Meeting Date: 27-28 February 2023

Meeting Venue: Vilnius Technology and Engineering Training Centre (TECHIN)

Address: Trinapolio str. 2, Vilnius

Day 1: 27/02/2023		
12:00 – 12:30	<p>Welcome and Introductions</p> <ul style="list-style-type: none"> Meeting commencement and host partner welcome Brief presentations of any partner organisation/new colleagues not present in the previous TPMs 	VILNIUS & All Partners
12:30-13:00	<p>TiDE Project Overview - Updates</p> <ul style="list-style-type: none"> Background, aims & objectives, expected results; a quick summary to update everyone and make sure we are all on the same page Overview of the day's schedule (each partner to present updates on their responsibility as outlined in the PMH and more precisely in meeting notes from the online meeting held on 07.12.2022 https://docs.google.com/document/d/1pYnRdWk7oAUk0xzcD0clcAeLrgy4F1XLqMImADhkHU/edit) 	RJ4All & All partners
13:30 – 14:00	<p>TiDE Project Website</p> <ul style="list-style-type: none"> Vilnius to update on Project Website - which are the uploads so far Overview of the webpage - does it include project activities (outputs and videos) and dissemination materials (newsletters and press release) Vilnius to ask partners for any needed information 	Vilnius





	<p><u>Overall, the website should include at least the following:</u></p> <ul style="list-style-type: none"> ○ Description of the project’s scope, objectives and activities ○ Information on the project’s relation to the national and European needs and priorities ○ Information about the partners ○ The public outputs that will result from project implementation (2 booklets and videos from the tools, training courses on how to be used) ○ News about the progress of project development ○ Contact page ○ Links to an online training course and project social media 	
14:00 – 15:00	<i>Lunch Break</i>	
15:00 – 16:45	<p>Web 2.0 Tools Handbook</p> <ul style="list-style-type: none"> ● Discussion and ideas on the Web2.0 Tool Handbook, which is the tangible output of our project. Discussion on their effective use in distance education, advantages and disadvantages. Finalisation of the design, content (there are already 20 Web2.0 tools included in the booklet prepared by the leading partner – rest partners to share ideas for adaptations). ● Design a dissemination plan of the Web2.0 Tool Handbook – distribution of tasks/activities for each partner - link this with the dissemination in the website ● Timeline for finalisation and release ● TRANSLATIONS ● plan for dissemination 	Kutlubey
16:45-17:00	<ul style="list-style-type: none"> ● LTTA OVERVIEW - p.124-125 	





17:00 - 17:15	<p>Closing remarks of the day Time for questions Provision of next day</p>	
Day 2: 28/02/2023		
10:00 - 10:15	Welcome and any questions from yesterday's meeting	VILNIUS & All Partners
10:15 – 11:00	<p>Asynchronous Tools Handbook</p> <ul style="list-style-type: none"> • Brief description of Asynchronous Tools Handbook: objectives, methodology, tasks, deliverables, timescale - what has been prepared so far - at which point are we standing. <p>In the booklet to be prepared, clear information about asynchronous education should be given. In addition, detailed information must be given about the 10 most commonly used applications and their use in asynchronous education.</p> <ul style="list-style-type: none"> • Presentation of timeline from lead partner covering various stages of Asynchronous Tools Handbook creation and implementation 	Instituto de Educaçao Cic
11:00 - 11:15	<i>Coffee Break</i>	
11:15– 12:00	<p>Project Management</p> <ul style="list-style-type: none"> • Quick update on the overall management and finances • Project Management Handbook updated and Gantt Chart • Risk register and ToC • How to claim for payments via invoices (correct template) • Time for questions related to finance <p>PLANNING OF NEXT ONLINE MEETING (end of March)</p>	RJ4All





<p>12:00 – 13:15</p>	<p>Quality and Evaluation</p> <ul style="list-style-type: none"> • Monitoring and Evaluation Commission. • Overview of the Quality and Evaluation plan https://drive.google.com/drive/u/1/folders/1LuNyYcbe42bSyPPw_mrVG7rpb5SxYs5z - needs to be updated - activities that need to be evaluated. • Evaluation reports from TPM 1 and 2 • Presentation of TPM Evaluation form for all partners to fill out after TPM <p>MID-PROJECT EVALUATION</p>	<p>DBS</p>
<p>13:15-14:30</p>	<p><i>Lunch Break</i></p>	
<p>14:30 – 15:45</p>	<p>Communication and Dissemination</p> <ul style="list-style-type: none"> • Brief overview of dissemination plan https://docs.google.com/document/d/1p57jPTouXY2fnw7XSA2uzOamv8MuzqZb/edit • Overview of the following duties and responsibilities among partners in dissemination activities: <p>TIBER</p> <ul style="list-style-type: none"> - Description of the details of the dissemination plan (strategy) including report samples and program, - Preparation of reports on the activities undertaken together with the information and promotion policy, - Responsible for the printing of the project's logo, posters, panels and brochures. - Responsible for managing social media accounts and sharing the activities performed in these accounts. <p>Kutlubey Schools:</p> <ul style="list-style-type: none"> - It is responsible for preparing a video after each activity related to the project and at the end of the project. - It is responsible for sharing the prepared videos on the Youtube channel of the project and sending the videos to 	<p>TUCEP</p>





	<p>the Vilnius Vocational Training Center of Technologies partner and sharing them on the web page.</p> <ul style="list-style-type: none"> - Will be responsible for the final version and design of the booklet by leading the partner institutions in the preparation of the Web2.0 Tools Handbook, which is the tangible output of our project. <p>Merzifon:</p> <ul style="list-style-type: none"> - Responsible for the preparation of materials such as logo, poster, panel and brochures of the project. - Responsible for the preparation of the information file containing the summary of the project on different digital platforms. - Responsible for the preparation of a project presentation that includes the subject, outputs and results of the project. <p>Vilnius Vocational Training Center of Technologies:</p> <ul style="list-style-type: none"> - is responsible for finalizing the tangible output "Project Web Site". - Responsible for publishing the project activities, photos, videos on the project website. - It is responsible for publishing the prepared handbooks on the website. <p>Colegio Claret:</p> <ul style="list-style-type: none"> - It will be responsible for the final version and design of the Asynchronous Training and Tools Handbook, which is the tangible output of our project, by leading the partner institutions. - Responsible for collecting all kinds of dissemination and visibility activities related to the project results electronically and sharing them with stakeholders. - Responsible for sharing the project result report on the Erasmus + Project Results Platform. <p>Društvo Bodi svetloba-- izobraževanje in humanitarna dejavnost:</p> <ul style="list-style-type: none"> - Responsible for preparing the press release of the project to be shared in the local press. - It is responsible for preparing e-news after each activity. 	
--	--	--





	<p>- It is responsible for disseminating it to a wider audience with its international network mass with its project experiences on various platforms.</p> <ul style="list-style-type: none"> ● Presentation of latest material to disseminate ● Discussion of dissemination newsletter and press releases, dissemination reporting etc. ● Updates from partners regarding dissemination activities ● Set a plan regarding follow-up dissemination activities ● Clearing up of the shared drive - dissemination folder ● Flag final dissemination report ● Preparation of Exploitation plan 	
<p>15:45 – 16:15</p>	<p>Meeting Closure; Additional Time for Questions</p> <ul style="list-style-type: none"> ● Next steps & deadlines (RJ4All) ● LTT planning by DBS - p.124-125 ● URGENT tasks - update of the drive and website ● Confirmation of next TPM and LTTA ● Any other businesses ● Evaluation of meeting and certifications 	<p>RJ4All, Vilnius, & All Partners</p>

During the TPM the consortium will also:

- 1) discuss lessons learned from the implementation of each activity;
- 2) assess the execution of the dissemination and exploitation strategy and relevant partners' actions and plan for next steps;
- 3) discuss the level of efficiency of the consortium's communication and collaboration, and
- 4) solve any issues that might have arisen during the course of project implementation
- 5) actions for sustainability and exploitation.





Vilnius

1. to prepare an **info pack** for the delegates with recommendations and directions ✓
2. to take the **minutes** and **action points** from the meeting
3. to document the meeting through photographs, **signing sheets** and **certificate of attendance**
4. after the TPM, to **update the website** with all related materials from the TPM

