



[Project Logo]

1st Meeting Minutes (Kick-off)

Editor(s):	K. Tarabanis, E. Tambouris
Author(s):	K. Tarabanis, E. Tambouris, M. Zotou
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1 Introduction

1.1 Meeting information

The 1st meeting for the PBL3.0 project was held on 14/01/2016 – 15/01/2016 in Thessaloniki, Greece. The purpose of the meeting was the introduction of all partners to the project and the coordination of the next actions.

1.2 Participants and apologies

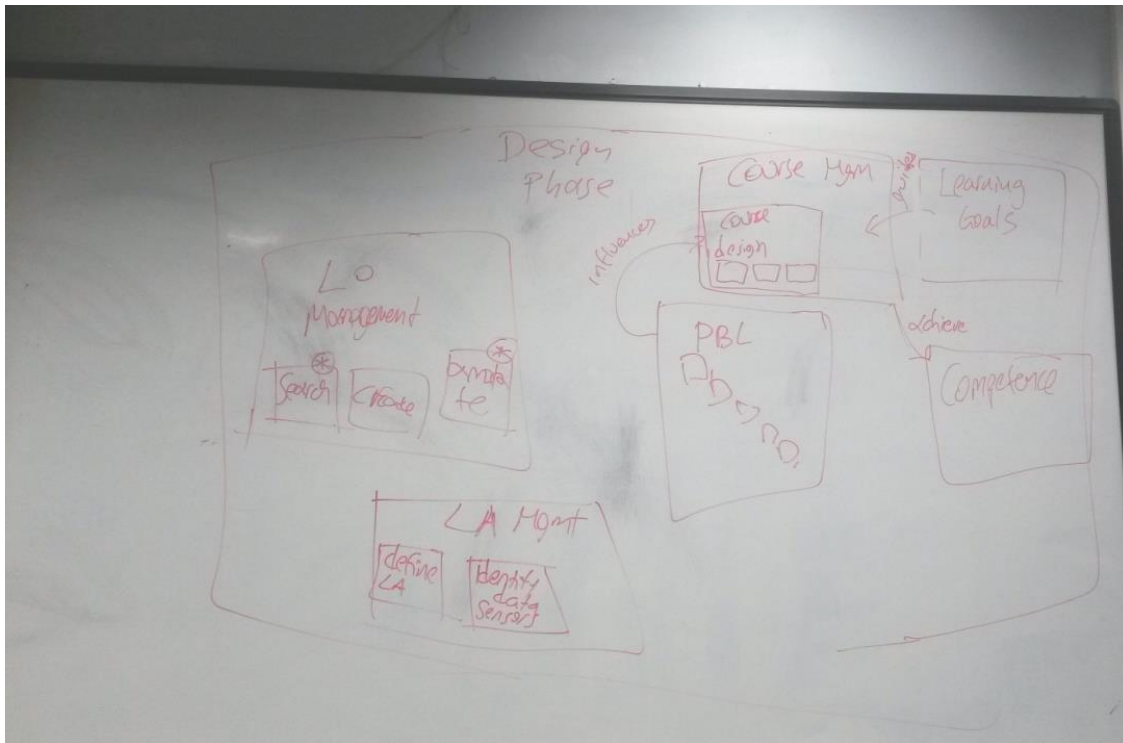
Meeting participants are provided in Table 1Σφάλμα! Το αρχείο προέλευσης της αναφοράς δεν βρέθηκε. below.

Table 1. PBL3.0 Kick-off meeting participants

<i>Organisation</i>	<i>Participants – Day1</i>	<i>Participants – Day 2</i>
UoM	Konstantinos Tarabanis	Konstantinos Tarabanis
	Efthimios Tambouris	Efthimios Tambouris
	Maria Zotou	Maria Zotou
	Areti Karamanou	Areti Karamanou
	Dimitris Zeginis	Dimitris Zeginis
	Elina Nanopoulou	Elina Nanopoulou
	Panagiotis Prodromidis	Panagiotis Prodromidis
OUNL	Christian Stracke	Christian Stracke
	Katerina Riviou	Katerina Riviou
	Alessandra Antonaci	Alessandra Antonaci
AAU	Evangelia Triantafyllou	Evangelia Triantafyllou
	Lise Busk Kofoed	Lise Busk Kofoed
	Olga Timcenko	Olga Timcenko
UAH	Elena Garcia Barriocanal	Elena Garcia Barriocanal
BOC	Wilfrid Utz	Wilfrid Utz
	Peter Martos	Peter Martos

2 Decisions and actions per meeting session

Overview of the different components of the project.



2.1 WP1 session

2.1.1 Decisions

The AAU PBL model was presented and discussed. It was decided that BOC will apply this model for individual learning paths during training courses (blended learning environment) and UOLN will apply the same model for their MOOCs. This means, that the PBL_LA model has to cater for these and all in-between cases (e.g. AAU's approach on applying the PBL model for group project work – size of groups=up to 7 students). The steps of the PBL model were discussed and several ideas on the step of group forming were discussed.

During the first three months (M1-M3), it was decided that we should consider all phases and data generated in PBL and keep an open mind. After M3, we should decide and limit our focus upon specific phases/data/procedures and consider the appropriate tools in order to construct the PBL_LA approach.

The assessment criteria will guide us for choosing meaningful data and ways to collect it. The assessment criteria mentioned in the AAU study plan should be abstracted in a PBL competence framework that can be used by all partners.

A glossary with the most important terms should be constructed and distributed to all in order to have a common understanding of the terms used in this project.

T.1.1: The PBL analysis should describe learning resources (and annotation), procedures, and data production and communication taking place in the PBL model. OUNL should elaborate on possible existing approaches on MOOCs and PBL. The three scenarios should be described.

T.1.2: The LA analysis should contain a literature review on the theoretical level of LA. Also consider existing approaches on PBL and LA.

T.1.3: UOM will lead task T.1.3 and deliverable D1.3 on the construction of the PBL_LA educational approach.

2.1.2 Action plan

Table 2. Actions decided for WP1

<i>No.</i>	<i>Action</i>	<i>Responsible</i>	<i>Deadline</i>
1	Send table of contents of D1.1 and PBL description	AAU	31/01/2016
2	Send table of contents of D1.2 and PBL description	UOM	31/01/2016
3	Send feedback on contents of D1.1	UOM/OUNL/UAH/BOC	05/02/2016
4	Send feedback on contents of D1.2	AAU/OUNL/UAH/BOC	05/02/2016
5	Investigate PBL use in MOOCs	OUNL	15/02/2016
6	Distribute the first draft of D1.1	AAU	29/02/2016
7	Distribute the first draft of D1.2	UOM	29/02/2016
8	Send feedback on 1st draft of D1.1	UOM/OUNL/UAH/BOC	05/03/2016
9	Send feedback on 1st draft of D1.2	AAU/OUNL/UAH/BOC	05/03/2016

2.2 WP2 session

2.2.1 Decisions

The SALO Model will be not necessary an ontological model. It could be defined using UML notation, for example.

The SALO Model will be based on D1.1., D1.2 and D1.3. It will include also ISO/IEC 19788-1 and 19788-5 as well as other learning analysis models and competencies and skills ontologies.

LOMPAD can be adapted to SALO model for annotating of LO.

xAPI will be adopted as unified persistence model.

UAH is the responsible of the definition of SALO model (M6). BOC is the main reviewer.

We can use ADOxx for modeling the generic model.

2.3 WP6 session

2.3.1 Decisions

AAU will undertake the task of creating the logo and the dissemination material.

The logo should be available before submitting the first deliverables (M2).

UOM will construct the project website and may ask information from all partners for the content of the website.

For the D.6.1 (M4), AAU will ask contribution regarding dissemination by all partners.

Every partner is free to publish their own contribution to the project, as long as they mention the EU funding according to the rules. However, if the whole project is going to be mentioned in the publication, the coordinator should be contacted first in order to give permission for the publication.

2.3.2 Action plan

Table 3. Actions decided for WP6

<i>No.</i>	<i>Action</i>	<i>Responsible</i>	<i>Deadline</i>
1	Prepare project logo and dissemination material	AAU	29/02/2016
2	Set-up project website and book website URL	UOM	31/03/2016
3	Send contribution on dissemination plan	UOM/OUNL/UAH/BOC	31/03/2016

2.4 WP7 & WP8 session

2.4.1 Decisions

All partners will send their minutes within 3 working days after the meeting.

All partners will upload their presentations in the Google drive for future access.

UOM will circulate the project description with the new dates to the consortium.

UOM will gather all questions by the partners for the EU coordinators' meeting in Brussels on 04/02 – 05/02.

BOC will set up a test case of their SVN server to check if we will use it for versioning of documents.

The last part of the meetings minutes from each WP leader needs to have a table with action lists and deadlines.

UOM will initiate a doodle for the next online meeting date for after 2 weeks.

Second PBL3.0 meeting decided for 10/05/2016 – 11/05/2016 in Copenhagen, Denmark.

The consortium agreed on a peer review process for the deliverables as shown in Table 4.

Table 4 Peer review of deliverables for M1 – M6

WP	WP TITLE	TASK TITLE	TASK DURATION	DELIVERABLE TITLE	DEADLINE	EDITOR	REVIEWER
WP1	PBL_LA educational approach construction	T1.1. PBL analysis	M1-M3	D1.1. PBL analysis	M3	AAU	UOM
		T1.2. LA analysis	M1-M3	D1.2. LA analysis	M3	UOM	OUNL
		T1.3. PBL_LA approach construction	M4-M6	D1.3. PBL_LA educational approach	M6	UOM	AAU
WP2	PBL_LA semantic model design and annotation tool	T2.1. Learning semantic analysis	M1-M3	D2.1. Semantic model design	M6	UAH	BOC
WP6	Dissemination and exploitation	T6.1. Dissemination plan and material	M1-M4	D6.1. Dissemination plan and material	M4	AAU	UAH
WP7	QA	T7.1. Knowledge management and quality assurance	M1-M36	D7.1. Quality assurance plan	M2	UOM	ALL
W8	PM	T8.1. Administrative and financial management	M1-M36	D8.1. Project management plan	M2	UOM	ALL

2.4.2 Action plan

Table 5. Actions decided for WP6

No.	Action	Responsible	Deadline
1	Prepare first draft of D7.1 and disseminate for comments	UOM	22/02/2016
2	Prepare first draft of D8.1 and disseminate for comments	UOM	22/02/2016
3	Provide comments on D7.1 and D8.1	AAU/OUNL/UAH/BOC	25/02/2016

2.5 PCC session

2.5.1 Decisions

Each WP leader should provide risks at WP level and at project level before each meeting.

The coordinator will provide all the pre-financing amount to all partners.

The Consortium Agreement is being finalized and will be disseminated to all partners for comments before signing.

3 Summary of actions

The following table provides a collection of all actions described above in chronological order.

<i>No.</i>	<i>WP</i>	<i>Action</i>	<i>Responsible</i>	<i>Deadline</i>
1	WP1	Send table of contents of D1.1 and PBL description	AAU	31/01/2016
2	WP1	Send table of contents of D1.2 and PBL description	UOM	31/01/2016
3	WP1	Send feedback on contents of D1.1	UOM/OUNL/UAH/BOC	05/02/2016
4	WP1	Send feedback on contents of D1.2	AAU/OUNL/UAH/BOC	05/02/2016
5	WP1	Investigate PBL use in MOOCs	OUNL	15/02/2016
6	WP7	Prepare first draft of D7.1 and disseminate for comments	UOM	22/02/2016
7	WP8	Prepare first draft of D8.1 and disseminate for comments	UOM	22/02/2016
8	WP7 WP8	Provide comments on D7.1 and D8.1	AAU/OUNL/UAH/BOC	25/02/2016
9	WP1	Distribute the first draft of D1.1	AAU	29/02/2016
10	WP1	Distribute the first draft of D1.2	UOM	29/02/2016
11	WP6	Prepare project logo and dissemination material	AAU	29/02/2016
12	WP1	Send feedback on 1st draft of D1.1	UOM/OUNL/UAH/BOC	05/03/2016
13	WP1	Send feedback on 1st draft of D1.2	AAU/OUNL/UAH/BOC	05/03/2016
14	WP6	Set-up project website and book website URL	UOM	31/03/2016
15	WP6	Send contribution on dissemination plan	UOM/OUNL/UAH/BOC	31/03/2016

Annex A – Meeting Agenda

Day 1 – Thursday, 14 January 2016

<i>Time</i>	<i>Duration</i>	<i>Title</i>	<i>Organisation</i>
09:00 – 09:15	00:15	Welcome – Roundtable – Aims of the meeting	UoM
09:15 – 10:15	01:00	Project overview <i>(30' presentation – 30' discussion – brainstorming)</i>	UoM
10:15 – 11:00	00:45	Background and expectations related to the project (15' each partner) <ul style="list-style-type: none"> <i>previous results (e.g. case studies, software tools) that are relevant to the project</i> <i>expected outcomes that are relevant to the project</i> 	AAU / UAH / UOM
11:00 – 11:15	00:15	<i>Coffee break</i>	
11:15 – 11:45	00:30	Background and expectations related to the project (cont.) (15' each partner) <ul style="list-style-type: none"> <i>previous results (e.g. case studies, software tools) that are relevant to the project</i> <i>expected outcomes that are relevant to the project</i> 	OUNL/ BOC
11:45 – 13:00	01:15	WPs presentation <i>WP description, outputs, deadlines</i> <i>(10' presentation– 5' discussion each WP)</i>	WP LEADERS
13:00 – 14:00	01:00	<i>Lunch break</i>	
14:00 – 14:30	00:30	Project tools: PBL_LA modules & Community building platform <i>Detailed description of the technologies, functionalities, target groups, deadlines (10')</i> <i>Discussion – brainstorming (20')</i>	UOM <i>UOM</i> <i>ALL</i>
14:30 – 15:30	01:00	Discussion on project methodology, strategy, objectives	<i>ALL</i>
15:30 – 15:45	00:15	<i>Coffee break</i>	
15:45 – 16:45	01:00	WP8: Project Management <i>WP detailed presentation</i>	UoM <i>UoM</i>

		<i>Management and Financial guidelines</i>	<i>UoM</i>
		<i>Administrative issues (CA, Risk analysis)</i>	<i>ALL</i>
		<i>Next steps/ Firm time schedule</i>	<i>UoM</i>
16:45 – 17:00	00:15	1st day wrap-up	UoM
<i>ca 17:00</i>		<i>End of 1st day meeting</i>	

Day 2 – Friday, 15 January 2016

<i>Time</i>	<i>Duration</i>	<i>Title</i>	<i>Organisation</i>
09:00 – 09:15	00:15	Overview of 1st day	UoM
09:15 – 10:15	01:00	Project Board Meeting	UoM
		<i>Discussion on overall strategy, challenges, orientation, risks etc.</i>	<i>ALL</i>
10:15 – 10:45	00:30	WP1: PBL_LA educational approach construction	AAU
		<i>Detailed WP Presentation (10')</i>	<i>AAU</i>
		<i>Aalborg PBL model – theory and practice (20')</i>	<i>AAU</i>
<i>10:45 – 11:00</i>	<i>00:15</i>	<i>Coffee break</i>	
11:00 – 12:00	01:00	WP1: PBL_LA educational approach construction (cont.)	AAU
		<i>Learning Analytics tools presentation (10')</i>	<i>UOM</i>
		<i>Brainstorming on the PBL_LA educational approach (20')</i>	<i>ALL</i>
		<i>Action Points – Next Steps – Firm Time Schedule (Gantt chart at the WP level with activities, roles, etc) (20')</i>	<i>ALL</i>
		<i>Discussion (10')</i>	<i>ALL</i>
12:00 – 13:00	01:00	WP2: PBL_LA semantic model design and annotation tool	UAH
		<i>Detailed WP Presentation (10')</i>	<i>UAH</i>
		<i>Existing tools and methods for semantics in education (15')</i>	<i>UAH</i>
		<i>Action Points – Next Steps – Firm Time Schedule (Gantt chart at the WP level with activities,</i>	<i>ALL</i>

		<i>roles, etc) (20')</i>	
		<i>Discussion –brainstorming (15')</i>	<i>ALL</i>
<i>13:00 – 14:00</i>	<i>01:00</i>	<i>Lunch break</i>	
14:00 – 14:45	00:45	WP6: Dissemination and Exploitation	AAU
		<i>Detailed WP Presentation (15')</i>	<i>AAU</i>
		<i>Project website (5')</i>	<i>UoM</i>
		<i>Dissemination plan and Promotional material (logo, leaflet, poster)/Discussion (5')</i>	<i>AAU/ALL</i>
		<i>Exploitation plan/Discussion (10')</i>	<i>AAU/ALL</i>
		<i>Action Points – Next Steps – Firm Time Schedule (Gantt chart at the WP level with activities, roles, etc) (10')</i>	<i>AAU</i>
14:45 – 15:30	00:45	WP7: Quality Assurance	UOM
		<i>Detailed WP Presentation (15')</i>	<i>UOM</i>
		<i>Action Points – Next Steps – Firm Time Schedule (Gantt chart at the WP level with activities, roles, etc) (15')</i>	<i>ALL</i>
		<i>Discussion (10')</i>	<i>ALL</i>
15:30 – 16:00	00:30	Overview of Action Points – Next Steps – Time Schedule – Evaluation of the Meeting	UoM
<i>16:00</i>		<i>End of meeting</i>	
