

Minutes PM01 Kick-off Conference

MOSEM Project

LLP-LdV-TOI-2007-NO/165.009

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Education and Culture DG

Lifelong Learning Programme

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Minutes from PM01 Kick-off Conference in Toruń

VERSION: D

Participants

Present: V. Engstrøm (Simplicatus), W. Peeters (Uni Antwerp), E. Derkowska-Rybicka (International Projects Office UMK, Head), W. Nowak (IF UMK v-ce Director), M. Michelini and L. Santi (Uni Udine), G. Rath (Uni Graz), J. Trna (Uni Brno), F. Bouquet (Uni Paris11 – only 2008-01-24), M. Szczeszak (Soliton), A. Kamińska (PAP Słupsk), J. Fisz (V Liceum Toruń), T. Kosicki (VIII Liceum Toruń), E. Dębowska (V-ce Dean, IF Uni Wrocław), T. Greczyło (Uni Wrocław), J. Turło, A. Karbowski and G. Karwasz (UMK)

Presentations

The presentations given at the Kick-off meeting are annexed to these minutes and can be found in the Project File Repository on the Project Intranet. They provide further details on the decisions. Also, the decisions refer to the work package descriptions set out in the project proposal.

WP1 decisions

WP1.1 The total LdV contribution is reduced by the National Agency by €8 500. Due to this, some budget changes were made by the Contractor and Coordinator, and the partners agreed to these. Specifically, the travel budget was reduced by €5 700, subcontracting was increased by €900 and other costs (to be used for production of the kits) by €4 800. Also some changes were made in the partner budgets for personnel and indirect costs.

WP1.2: Draft partner contracts will be prepared by the Contractor by the end of February, with annexes describing partner tasks, budgets and bank information. Rights for use, IPR and commercial rights for project deliverables were discussed and agreed upon, as a basis for the contract texts.

WP1.3: The Coordinator will collect work plans for each Work Package and submit to the Contractor by 2008-02-15. The Coordinator will collect and submit Status Reports for each Work Package and submit to the Contractor every 2 months, the first deadline will be 2008-02-28.

WP1.4: The project has been approved by the NA for a 3 month extension, and we expect to apply for an additional 3 months extension for a total of 6 months. The project end date will then be 2010-04-30. Given such an extension the Final Report must be submitted by the same date, not 2 months later. The Contractor will apply to the NA for an extension of the Interim Report deadline to corresponding to the extension of the total project period.

WP1.5: According to the NA, it is sufficient to report staff days in the same way as in SUPERCOMET 2, using partner reports summarizing staff days per ISCO category, as set out in the project proposal.

WP1.6: The Contractor and NA will check if it is possible to apply for budget changes larger than 10%, especially with regard to transfers from the Travel budget to the Other costs budget for production of Minds-On kits.

WP2 decisions

WP2.1 The project will use online collaborative tools organized in a Project Intranet. The use of these online tools was elaborated in a workshop where the partners went through the different functions: Task Management, File Repository, Discussion Forum, Admin interface for editing the Online Modules

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and Admin interface for editing the Project Web Page. The URLs for these tools are made available to the partners by the Coordinator.

WP2.2 The project partners are encouraged to set up separate web sites for each meeting if they find it usual.

WP2.3: Work Package leaders need to submit Work Plans and Status Reports to the Coordinator in sufficient time before the deadlines for submission from the Coordinator to the Contractor. The Coordinator will follow up WP leaders with special attention to any delays that is arising, based on the work plans.

WP2.4: Work Plans are to be "living documents" that are kept updated at all times by the WP leaders.

WP2.5: The Coordinator is responsible for keeping an updated overview of the project, as proposed by the Evaluator. This overview is posted under the WP2 discussion board in the Project Forum.

WP2.6: The University of Paris-Sub 11 assumes the responsibility for translation, adaptation and testing project deliverables in France from the University of Lille.

WP3 decisions

WP3.1 The work package 3 participants will meet at PM03 in Orsay on 2008-02-18/19.

WP3.2 The budget for high-tech kits is €15 000.

WP3.3 The subcontracting budget has been increased to €9 900 for awarding two contracts, one for development of a 4-point measurement sensor and one for development of a sensor for Hall effect.

WP3.4 Superconducting pellets are needed for USB development by Udine and other experiments. UMK Torun will provide some pellets for the University of Udine.

WP4 decisions

WP4.1 The budget for low-tech kits is €30 000. The costs of the kits should be as low as possible, with an upper limit of 400-500 €.

WP4.2 Developing the contents for the low-tech kits will use the lists from SUPERCOMET 2 as a basis, and elaborate these further when the WP 4 participants meet at PM02 in Torun on 2008-01-25/27.

WP4.3 All WP members will prepare prototype versions of the minds-on experiments by 2008-03-10.

WP5 decisions

WP5.1 The work package 5 participants will meet at PM04 in Antwerp on 2008-04-25/28.

WP5.2 The teacher seminar work package is responsible for coordinating its contents with the other work packages.

WP6 decisions

WP6.1 The workshop (PM05) will be organized at Nottingham Trent University by September 2008.

WP6.2 After a discussion it was recommended that some of the support materials will be aimed specifically at students and some at teachers. E.g. the videos of students performing experimental activities would be aimed at teachers, showing how to organize the activity and focus on important learning issues, and not as videos to be shown to students. The WP leader will decide further details.

WP6.3 Work package 6 will work closely with WP7 on the use of images/videos for support materials.

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WP6.4 Wall posters for supplementing the online modules and for dissemination will be developed by the Univ of Nottingham. Draft versions will be ready by 2008-03-15.

WP7 decisions

WP7.1 The University of Graz takes over the responsibility for WP7 from the University of Lille.

WP7.2 The University of Brno joins WP7 and contributes videos of experiments from the low-tech kit and the online learning modules.

WP7.3 An online database for storing the media files using tags will be set up by the Univ. of Graz.

WP7.4 The work package will explore the possibilities for mobile applications of the media files. Possible connections with another project using videos made by students with mobile phones would be explored, for increasing interaction with the project deliverables in the learning process.

WP7.5 In connection with WP9 some of the media files will be considered for uploading to YouTube.

WP8 decisions

WP8.1 The evaluation plan was discussed F2F and online. The Evaluator will make the final version.

WP9 decisions

WP9.1 The valorisation plan was discussed. Simplicatus, the WP leader, will make the final version.

WP9.2 The project will be presented and the deliverables discussed in a workshop at the GIREP-MPTL conference in Cyprus in August 2008, and at the ASAM conference in Turkey in September 2008.