2022-1-SK01-KA220-SCH-000087555 Qualified Generations with STEAM Education

MINUTES TPM II 28/10/2023

1. Project activities:

So far, the project partners attended one physical and follow up virtual activity. Another physical and virtual activity is underway. Virtual activities are an integral part of the project and follow after each physical activity. The host country is responsible for arranging both, the physical and virtual activities. ***The host country is responsible for providing all necessary arrangements and information to all partners (at least 10 working days before the activity; an email communication is a preferred tool)***
All project partners are responsible for implementation of activities and integration project outcomes in institutions´ everyday activities (following the schedule of all activities; adjusting to institutions´needs)
All project partners are responsible for evaluation of activities and monitoring the project in all its phases/stages in their institutions. The host country is responsible for creating and online survey and its evaluation after each activity (physical/virtual).
All project partners are responsible for creating educational materials - intellectual output + project e-book according to the tasks distribution.

Deadline: continuously
Responsible: all project partners

2. Project management:

The number of STEAM activities implemented in partners´curricula and their evaluation will be the subject of the International staff training II. organised by Su Koleji organisation between the 30th October and 3rd November 2023.
All project partners are responsible for organising meetings with key stakeholders
The project coordinator is responsible for building, maintaining and updating the project website. The project partners are responsible for providing required material and documents to the project coordinator in order to disseminate and inform public audience and stakeholders.
All project partners are responsible for positive and measurable impact on institutions (raising number of newcomers). Each project partner monitors and measures the project impact on their institutions, improved and developed competencies.
All project partners are responsible for managing the budget in compliance with the EU rules.
All project partners are responsible for provided the budget information to the project coordinator upon request.

Deadline: continuously
Responsible: all project partners

3. Accessibility and inclusiveness:

The project partner, the University of Crete, is the leading organisation responsible for intellectual outputs. All partners are responsible for creating their own educational material that will be part of intellectual output.
The project coordinator will be responsible for uploading e-games link, STEAM modules and an e-book (comprises educational material).
Multi-Act organsation is responsible for maintaining and administrating eTwinning platform.
Those project partners that represent secondary or primary schools are responsible for uploading material in creating folders.

Deadline: continuously
Responsible: all project partners

4. Budget adjustments:

All project partners have been informed about budget re-distribution. The reason is the issues that AISR has been facing that prevented its representatives to attend TPM II in Turkyie and International staff training held by Multi-Act institution in Turkyie. The project coordinator sends anofficial letter to the Slovak National Agency to ask for permission to re-distribute the budget (from staff training activities to the intellectual output). All project partners agreed to send their approval in an official letter.

Deadline: 15 November 2023
Responsible: all project partners

5. Interim report:

The project coordinator informed the project partners about the content and requirements of the interim report. The detailed description of the interim report tasks are part of the TPM presentation uploaded in the shared TPM Turkyie folder.

Deadline: 15 December 2023
Responsible: all project partners

Katarína Kučerová   28.10.2023
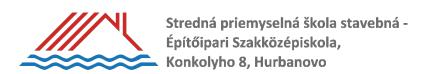The project coordinator   Hurbanovo

**Funded by
the European Union**

Qualified Generations with STEAM Education

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Work package n°2 - Transnational Project Meeting II.

STEAM
ERASMUS+

SU
KOLEJi

Stredná priemyselná škola stavebná -
Építőipari Szakközépiskola,
Konkolyho 8, Hurbanovo

AGENDA:

- PROJECT ACTIVITIES

- MANAGEMENT

- PROJECT IMPLEMENTATION

- FOLLOW-UP ACTIVITIES

- INTERIM REPORT

PROJECT ACTIVITIES

- *Number of activities - physical and virtual*(so far 2 physical + 2 planned virtual); virtual activities are an integral part of the project
- Implementation of activities - integrating project otcomes in institutions´ everyday activities (following the schedule of all activities; adjusting to institutions´needs)
- Evaluation of activities - monitoring the project in all its phases/stages, evaluation after each activity (physical/virtual), surveys after each activity (physical/virtual)
- Educational materials - intelectual output + project e-book
- Virtual activities - following the schedule of planned activities
- Suggestions and recommendations

PROJECT MANAGEMENT - monitoring activities

- Number of STEAM activities implemented in partners´curricula and their evaluation
- Meetings with key stakeholders
- Project website
- Positive and measurable impact on institutions (raising number of newcomers)
- Improved and developed competencies
- Budget
- Monitoring activities conducted by involved institutions

ACCESSIBILITY AND INCLUSIVENESS

- intelectual outputs - leading organisation is the University of Crete

- materials - all partners are responsible for creating their own edu material

- e-games - links on the website

- e-book - all partners are responsible

- modules - all partners are responsible

- DEOR https://commandeor.codecvzw.eu/resources/deor-in-erasmus-programme/

- School Education Gateway + eTwinning

- Erasmus+ Plus Projects Results platform (final report)

- green tools - digital tools, virtual meetings, etc

BUDGET ADJUSTMENTS

- budget re-distribution
- an official letter to the Slovak National Agency -a permission to re-distribute the budget (from staff training activities to the intelectual output)
- approval from all project partners

INTERIM REPORT

- The interim report serves as a request for the next pre-financing installment. If it is clear from the interim report that the project coordinator has spent less than 70% of the amount of the first pre-financing installment to cover the costs of the project, the next pre-financing installment will be reduced by the difference between 70 % of the first pre-financing installment and the amount used

- Provide a summary of the project implementation in the reporting period. From the individual workpackages, describe the already completed activities, the activities that are currently underway, and the activities that you still plan to implement during the remaining duration of the project, and also focus on the results/outputs of the project. Enter all relevant information that you consider necessary for an overall overview of the current and future implementation of the project.

INTERIM REPORT II.

- Did you encounter challenges or problems in fulfilling the planned goals and activities of the project? If so, what were the challenges or issues and how did you deal with them?

- Describe the monitoring activities you have implemented so far to assess the degree of achievement of project objectives and results. If relevant, indicate how you have ensured the level of success of your project is measured. Have you defined quantitative and qualitative indicators? What measures did you use to deal with risks in the project?

- Describe how satisfied you are with the project partners who cooperate on the implementation of the project? Has the distribution of partners´ tasks changed compared to how the tasks were originally planned in the grant application?

INTERIM REPORT III.

- Was it necessary to make any change in the composition of the project partnership or is there any change planned at this stage?
- If your project includes other organizations that do not officially participate in the project, briefly describe their involvement.
- What has been the impact of the project on participants, involved organizations, target groups and other involved parties so far?
- What dissemination activities did you implement in the reporting period at the local, regional, national, European, international level. Describe the type of activity, goals, target groups, forms of dissemination as well as their contribution.

BUDGET - WORK PACKAGES I.

- 1. <mark>Transnational meeting - Slovakia</mark>

Ireland 575 x 1= 575 Euro

Greece 575 x 1= 575 Euro

Turkey Multi Act 575 x 1= 575 Euro

Finland 575 x 1= 575 Euro

Portugal 760 x 1= 760 Euro

Turkey Su College 575 x 1= 575 Euro

BUDGET - WORK PACKAGES II.

- 2. <mark>Transnational meeting - Turkyie</mark>

Slovakia 575 x 1= 575 Euro

Ireland 760 x 1= 760 Euro

Greece 575 x 1= 575 Euro

Turkey Multi Act 575 x 1= 575 Euro

Finland 760 x 1= 760 Euro

Portugal 760 x 1= 760 Euro

BUDGET - WORK PACKAGES III.

1. ==Transnational project activity for Short Term Staff Training in Crete:==

Slovakia on total 4068 Euro.

Turkey Multi Act on total 4068 Euro.

Turkey Su College on total 4068 Euro.

Ireland on total 5088 Euro.

Finland on total 5088 Euro.

Portugal on total 4408 Euro

BUDGET - WORK PACKAGES IV.

2. Transnational project activity for Short Staff Training in Turkyie:

Slovakia on total 4068 Euro.

Greece on total 4068 Euro.

Ireland on total 5088 Euro.

Finland on total 5088 Euro.

Portugal on total 5088 Euro.

Turkey Su College on total 3688 Euro.

BUDGET - WORK PACKAGES V.

- Project management:

1. Coordinator: 12, 500 EUR

2. Partners: 6, 250 EUR each

PROJECT IMPLEMENTATION

1. completed activities,

2. the activities that are currently underway,

3. planned activities,

4. the results/outputs of the project,

5. challenges or problems in fulfilling the planned goals and activities of the project

6. monitoring activities (how many activities we dedicated to STEAM in the curricula; meetings with key stakeholders; the project website; STEAM workshops; the number of newcomers; surveys after each completed activity; project coordinators´meetings; sent reports; risk mitigation plan; etc)

PARTNERSHIP

- evaluation of the cooperation
- involvement of other than official partners in the project

IMPACT AND DISSEMINATION

- the impact of the project on participants, involved organizations, target groups and other involved parties (through surveys, meetings, interviews, produced materials, number of participants,etc)

- implemented dissemination activities on the local, regional, national, European, international level (type of activities, goals, target groups, forms of dissemination as well as their contribution)