

Host Partner: TOBB University of Economics and Technology

Venue: TOBB ETU, TEPAV, Söğütözü Caddesi, No: 43 06560 Ankara/TURKEY

Dates: 11-12 February 2020

Attendants

1. Işıl Ruhi-Sipahioğlu // TOBB University of Economics and Technology
2. Kazım Duraklar // Özel Ankara Sanayi Odası Mesleki ve Teknik Anadolu Lisesi
3. Annika Hissa // Oy Vaasan Ammattikorkeakoulu - Vasayrkeshogskola Ab
4. Mustafa Hilmi Çolakoğlu // Ministry of National Education

Day 1 | 11 February 2020, Tuesday

TIME	TOPIC	AGREEMENTS
09.30-11.00	DT4VET at a glance Project timeline and work plan, milestones, work packages (WPs), intellectual outputs (IO)	DT4VET at a glance 1. Project timeline and work plan, milestones, work packages (WPs), intellectual outputs (IO) are approved by the partners.
11.00-12.30	WP1 (Management & Reporting) Financial management & administration: <ul style="list-style-type: none"> • Guidelines & discussion • Payments, timesheets, travel reports, etc. (general) • Project specifics • Q&A and discussion 	WP1 (Management & Reporting) 1. The guidelines and the budget details are explained by TOBB ETU. 2. Required documents for reporting are explained. Partners agreed to provide TOBB ETU with the original copies of the timesheets and uploading other invoices and boarding passes to the project cloud storage. 3. A cloud storage is available and shared with all the partners. 4. C3 and C4 Educator Trainings are funded by NA, however at the application it included only 1 partner country in the training. This event cannot be funded in this case. The partners agreed to organize these two events either from their project management budget or students from UniBREMEN ITB will take part in these events. 5. MOBILITY TOOL is explained to the partners. 6. Partners agreed to provide required documents for the first report on time.
12.30-14.00	Lunch at ÇATI restaurant	
16.00-18.30	Work team Building OUTPUTS O1: Re-thinking Design Thinking: Method, potentials and limitations (WT1: TOBB ETU, METU, VAMK) O2: What do IVET need? Method, potentials and limitations (WT2: All partners except METU and VAMK) O3: DT4VET Toolkit v.3 Method, potentials and limitations (WT3) O4: DT4VET Online Training Module Method, potentials and limitations (WT3)	Work team Building 1. WP1 (Management): The contact person of each partner, TOBB ETU is leading the team 2. WP2 (Dissemination): The contact person of each partner, TOBB ETU is leading the team 3. WT1: For O1, VAMK, TOBB ETU, and METU 4. WT2: All partners except METU 5. WT3: All partners 6. WP3 (Evaluation): For the Level 1-2-3 evaluation, TOBB ETU will lead the team and share the results with the partners. For the Level 4 (evaluation of the outputs): Two options are discussed: (1) Making focus group meetings with stakeholders for O3-O4 (2) Spreading a questionnaire to stakeholders (VET

Work packages: WP2 (Dissemination) and WP3 (Quality Analysis)	teachers) and making the analysis of questionnaires.
--	--

Day 2 | 12 February 2020, Wednesday

TIME	TOPIC	AGREEMENTS
11.00-12.30	WP2 (Dissemination) Logo, project-webpage WP3 (Quality Analysis) Evaluation methods	WP2 (Dissemination) <ol style="list-style-type: none"> The project logo and the project website are approved by all the partners. The project logo will be uploaded to the ERASMUS+ project results platform. Partners are informed about putting a link to the project website on their official website. Project dissemination channels are discussed. ERASMUS+ Project Results platform is explained to the partners. Partners agreed to have their names published on this platform. TOBB ETU made this change. Level 1 evaluation forms (TMs and Cs) are reviewed and updated based on the partner comments. Partners agreed to complete the evaluation questionnaire after each event.
12.30-14.00	Lunch at ÇATI restaurant	
14.00-15.00	Project timeline and planning of future events	Project timeline and planning of future events <ol style="list-style-type: none"> C2 Staff Training at VAMK (tentative schedule): 18-19-20 May 2020. Online project meeting (O1): 21/02/2020 (VAMK, TOBB ETU, METU) Questionnaires for O2 will be prepared by TOBB ETU and a second online meeting with all the partners will be organized (Date will be decided later).

DEADLINES

SCHEDULE	TOPIC	PARTNER IN CHARGE	DETAILS
17.02.2020	DT4VET Cloud Available	TOBB ETU	TOBB ETU will share the cloud storage with partners
19.02.2020	Newsletter 1	TOBB ETU	Newsletter sent to interested parties (please feel free to update the newsletter list available on cloud storage – DISSEMINATION > Newsletter > Newsletter email list)
21.02.2020	O1	WT1: VAMK, TOBB ETU, METU	Discussion on the O1 process
-	VAMK confirmation on dates (C2 and TM2)	VAMK	VAMK will confirm the dates of the events (18-19-20 May 2020)
28.02.2020	Questionnaire O2	TOBB ETU	TOBB ETU will prepare the 1 st version of the Needs analysis, questionnaire (QTV.1) (For teachers at VET schools) preparation
18.03.2020	Prep for C2 and TM2	VAMK leader (all partners)	Initiation of training and meeting preparations

