



## Minutes for Project Online Teams Meeting Wednesday 03/09/2021

### Attendees

Ville Vierimaa, Tiina Rahja, Diana Eller, Fiona Holden, Jens Groteloh, Mira Peramaki, Teemu Eskola

### Apologies

John McLoughlin, Alex Schmidt

### Business

1. Round-up/News from partners
2. Discussion of important dates
  - Dec 7th remains the deadline for IOs. If partners need a change, just arrange with Careeria.
  - January 26th remains as date for multiplier event (10 am Ireland, 11 am Germany and 12 noon Finland and Estonia)
3. Project Payment
  - Time sheets to be returned, 3rd payment will be transferred on December 7th. Ville V will email summary to partners
  - Project deadline has been extended, with a new end date of August 31st and Final Report date of October 30th. Partners agreed to try to stick to the current deadline with the Final Report deadline in late Spring after the Galway project meeting.
4. Project Status/ IO check
  - Finland - Careeria on track, working on questionnaire at present
  - Estonia - on track, Diana to meet 1 to 1 with Ville V to discuss additional output
  - Germany - on track, still working on translations
  - Ireland - behind with two additional outputs, available on GTI Moodle site, may be adjusted for including on website
  - Mediamasteri - have had 1 to 1 meetings and updated Careeria
5. Webpage
  - Careeria Media Department has been asked to update webpage
  - Project materials will be moved to Careeria webpage after December 7th and then embedded on the project homepage
  - Project homepage to be updated with partner information
6. Multiplier Event
  - Partners agreed on 26th January as date
  - Invitation form was shared and checked by partners
  - Tentative programme agreed as follows:
    - 20 mins - Welcome
    - 40 mins - Keynote Address

- 10 mins - Q & A
  - 30 mins - Breakout rooms by country
  - 10 min - Wrap-up
  - Fiona to email Michael Hallissy to check his availability
7. Dissemination and Promotion
- Partners agreed to use all existing channels to include social media, real life, national agencies, national fora for digital pedagogy, international co-ordinators etc.
  - Each partner to compile a list of dissemination activities and load to Google Drive by December 10th
  - Ville and Tiina will promote project at Finnish IT in Education Conference on December 3rd
8. Transnational meeting in Finland
- Ban on travel has been lifted in Careeria so this meeting can go ahead as planned
9. Next Meeting
- Partners agreed to have the next meeting on Wednesday 15th December at 10 am Irish, 11 am German and 12 noon Estonian/Finnish time.
  - Partners can arrange 1 to 1 meetings with Careeria in needed - just email Ville with suggestions for date and time
10. Questionnaire Results
- Results of the November questionnaire were discussed
  - Partners agreed to compile detailed presentation of results for their own organisations using data collected
  - Careeria will make the data available and Teemu will share Careeria presentation with partners

