

Agenda of the 3rd project meeting of QUINORA

Where? City College Norwich Ipswich Road, Norwich NR2 2LJ
 When? 09-28-2006 10.00–18.00
 09-29-2006 09.00–17.30
 09-30-2006 09.00–12.00

Sept.28, 2006

<i>Check-in, welcoming</i>	<i>09.30-10.00</i>
Overview on the project status tasks finished so far, tasks on the project meeting, future tasks (time schedule) Karin Steiner, abif	10.00-10.30
Collection of all open issues to be discussed and questions to be answered during the meeting All partners	10.30-10.45
Handouts with open tasks to all partners and discussion (missing information + files for the interim report) Karin Steiner, abif	10.45-11.30
<i>Coffee Break</i>	<i>11.30-12.00</i>
Powerpoint presentation on the overall didactic e-learning and face-to-face design of the curriculum + discussion <i>blended learning concept, role of e-tutors, technical support, face-to-face trainers by Lena Doppel (IOT)</i> Karin Steiner, abif	12.00-12.30
<i>Lunch Break</i>	<i>12.30-13.30</i>
Handing out the developed exercises for all developed modules and explanations as well as short repeating presentation of the needs analysis Radosveta Draveka, Znanie	13.30-14.00
Discussion of a possible face-to-face design for the workshops in 4 subgroups (taken into consideration the content of the curriculum and expectations of the target group (needs analysis survey) (all partners): Domain 1-4	14.00-15.00
Presentation of the results of the subgroups and discussion	15.00-15.30
Discussion of possible methods for the workshops in subgroups (taken into consideration the content of the curriculum and expectations of the target group (needs analysis survey) (all partners): Domain 5-7	15.30-16.30
<i>Coffee Break</i>	<i>16.30-17.00</i>
Presentation of the results of the subgroups and discussion	17.00-17.30
Final conclusions and programme for next day	17.30-17.45



Sept.29, 2005

Presentation of the methodical design (summarization of the discussions from the previous day) and general remarks according the test phase Karin Steiner, abif	9.00-9.30
Online presentation of the virtual classroom and discussion forum and discussion of functionalities Radosveta Draveka, Znanie	9.30-10.30
Remarks according the test phase Karin Steiner, abif	10.30-10.40
<i>Coffee Break</i>	<i>10.40-11.00</i>
Discussion of the evaluation design for the test training: curriculum content, design, didactic approach, target group adequateness to be evaluated (create guidelines for questionnaires for trainers, participants and project partners) in three subgroups All partners	11.00-12.00
Presentation of the results of the subgroups and discussion	12.00-13.00
<i>Lunch Break</i>	<i>13.00-14.00</i>
Presentation of the online user questionnaire for e-learners entering the internal section of the website and discussion Bernd-Joachim Ertelt, Arbeitsagentur	14.00-14.30
Valorisation and dissemination activities to be presented by each partner (powerpoint presentations) + discussion (Bring hard copy materials of publications, workshop programmes.....!) All partners	14.30-15.30
<i>Coffee Break</i>	<i>15.30-16.00</i>
Summarization of the evaluation design Mark Bayley, Norwich City College	16.00-17.00

Sept.30, 2006

Financial aspects, overall feedback on the interim report (some clarification of Leonardo rules according the accounting), remarks according the final report Karin Steiner, abif	09.00-10.00
Next steps within the project and next deadlines Karin Steiner, abif	10.00-11.00
Final questions, date and location for the next meeting in spring 2007	11.00-12.00
<i>Lunch Break (optional)</i>	<i>12.00-13.00</i>

