3rd Project Meeting
Madrid
4-5/10/2006
### 3rd Project Meeting: Madrid, Spain  
5-6/10/2007

**Thursday, 5/10/2006**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00</td>
<td>Pickup at Hotel</td>
<td>Marian</td>
</tr>
<tr>
<td>10:00 – 10:15</td>
<td>Welcome</td>
<td>Sean, Marian</td>
</tr>
<tr>
<td>10:15 – 10:25</td>
<td>Financial Overview</td>
<td>Ole</td>
</tr>
<tr>
<td>10:30 – 11:30</td>
<td>Status of the Project. Each partner to take 15 minutes for overview of activities since Pitestí. This will be supported by self-evaluation sheet completed prior to meeting. Only a short presentation of video material will be expected.</td>
<td>ALL</td>
</tr>
<tr>
<td>11:30 – 11:45</td>
<td>Coffee</td>
<td></td>
</tr>
<tr>
<td>11:45 – 13:30</td>
<td>Continuation of status review</td>
<td>ALL</td>
</tr>
<tr>
<td>13:30 – 14:30</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>14:30 – 15:30</td>
<td>QTFM</td>
<td>Kent</td>
</tr>
<tr>
<td>15:30 – 17:00</td>
<td>Planning for next period of workpackage activities: who what when</td>
<td>ALL</td>
</tr>
<tr>
<td>17:00 – 17:15</td>
<td>Coffee</td>
<td></td>
</tr>
<tr>
<td>17:15 – 19:00</td>
<td>Continuation of planning.</td>
<td>ALL</td>
</tr>
<tr>
<td>19:00</td>
<td>Close Meeting</td>
<td></td>
</tr>
<tr>
<td>21:00</td>
<td>Dinner, Meet at Hotel</td>
<td>ALL</td>
</tr>
</tbody>
</table>

**Friday, 6/10/2006**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Presenter(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00</td>
<td>Pickup at Hotel</td>
<td>Marian</td>
</tr>
<tr>
<td>10:00 – 10:30</td>
<td>Workgroup on External Peer Review Documents and Process. Afterwards, small sub-group will compile results and produce draft document.</td>
<td>All</td>
</tr>
<tr>
<td>10:30 – 11:30</td>
<td>Split into workgroups for planning and expansion on course documents.</td>
<td>Split as per workgroups agreed in Pitestí.</td>
</tr>
<tr>
<td>11:30 – 11:45</td>
<td>Coffee</td>
<td></td>
</tr>
<tr>
<td>11:45 – 13:30</td>
<td>Continuation of course documentation workgroups</td>
<td>ALL</td>
</tr>
<tr>
<td>13:30 – 14:30</td>
<td>Lunch</td>
<td></td>
</tr>
<tr>
<td>14:30 – 17:00</td>
<td>Coordinator’s perogative</td>
<td>Sean / Kent</td>
</tr>
<tr>
<td>17:00 – 17:15</td>
<td>Coffee</td>
<td></td>
</tr>
<tr>
<td>17:15 – 17:30</td>
<td>Planning for final meetings</td>
<td>ALL</td>
</tr>
<tr>
<td>17:30 – 18:30</td>
<td>Conclusions</td>
<td>Sean</td>
</tr>
<tr>
<td>18:30</td>
<td>Close Meeting</td>
<td></td>
</tr>
<tr>
<td>21:00</td>
<td>Dinner, <strong>Burbuja que ríe</strong> C/ del Ángel, 16. Tel: 913665167 More information during the meeting.</td>
<td>ALL</td>
</tr>
</tbody>
</table>
Objectives

• Review and Quality Control Progress so far
• Agree new timescales for outstanding work
• Agree and assign work package coordination and secondary support roles to partners
• Agree remaining tasks for preparation for interim report
Objectives

• Agree and note partner plans to pilot courses with real users at each site.

• Draft an external evaluation instrument

• Draft plan of included competencies and user needs analysis against each module in the method course

• Agree remaining meeting plans
By Teachers, For Teachers

- Conference in Horizon College. Based on practical workshops that mirror the pilot courses run in each partner site.

- Final meeting then runs into Conference.
Pools work plan - schedule

- Project setup and kick-off
- Project workshops and meetings
- Project clustering and cooperation with other projects
- Development of Source pools containing digital recordings to be used for eLearning content
- Course Book revision and authoring
- Production of DVD video on eLearning content development
- Development of Methodology Course module
- Development of eLearning materials development course modules
- Valorisation and dissemination plan
- Evaluation and quality control
- Gantt chart for Lithuanian partner
- Gantt chart for Romanian partner

WP1 Project setup and kick-off:

The work package is divided into five sub packages.
Main aims: Initiate the project; describe and set up administrative procedures, and set up the project infrastructure, i.e. project website (to become a portal for the clustering projects), communication platform (WebBoard), and e-mail list server.

Also contains work tasks for participants to complete before the first workshop; questionnaires to use for content development (e.g. “rules” for dating, typical night in town, how career was chosen etc.) and ideas for possible scenarios to be recorded (e.g. apprentice jokes, job interviews etc.)

Starts on October 1st 2005 and finishes last item on October 12th 2005

Comprises 70 work days: Management 20, teachers 42, technical 4, administrative 4
External Evaluation

- project transparency
- quality of deliverables
- is dissemination of outcomes sufficient
- usefulness of deliverables
- appropriateness of project concepts
Course Competencies

• User wants to make a webquest
• Can you use a browser
• Can you edit a web document
• Can you upload a file to a webserver
Dissemination

- Each partner needs to have extensive dissemination activities in their country, both internally in their host organization and outside.
- There should be documentation from each of these events (conference agenda, presentation materials, etc.)
- BLOG IT.
Clustering

- Each partner should be finding national projects with whom POOLS may cluster. Information about these cluster projects should be sent to webmaster kent.
Materials Development Course Manual

Methodology Course Manual

Small Experimental Courses

Full Pilot Courses
Materials Development Course Manual

Methodology Course Manual

Small Experimental Courses

Full Pilot Courses

Competencies
Duration
Activities
Prerequisites
Materials
Teacher Competencies
Materials Development Course Manual

Methodology Course Manual

Small Experimental Courses

Full Pilot Courses
Materials Development Course Manual

Methodology Course Manual

Small Experimental Courses

Full Pilot Courses
Materials Development Course Manual

Methodology Course Manual

Small Experimental Courses

Full Pilot Courses

Now
Materials Development Course Manual  Now
Methodology Course Manual  Now
Small Experimental Courses  To December
Full Pilot Courses
<table>
<thead>
<tr>
<th>Course Type</th>
<th>Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials Development Course</td>
<td>Now</td>
</tr>
<tr>
<td>Manual</td>
<td></td>
</tr>
<tr>
<td>Methodology Course Manual</td>
<td>Now</td>
</tr>
<tr>
<td>Small Experimental Courses</td>
<td>To December</td>
</tr>
<tr>
<td>Full Pilot Courses</td>
<td>May</td>
</tr>
</tbody>
</table>
What competencies must the trainee have?
What competencies will the trainee have at the end?
How long will it take to learn? Total learning time?
What are the technical requirements?
How can the course be delivered? F2F, Blended, Online
What references are there?

Then a description...

Then an example scenario or 3... This could lead to further input from other users.
Key points

- All language needs to be very simple
- trainer vs trainee and audience
- time units. Contact hours / learning time
Pools’ Objective

Manuals are designed to enable trainers to teach other language teachers to implement methods and enabling tools.

BPLTM taught what were the methods and will be referenced in the manuals.
Hot Potatoes

- Q1: ECDL Managing Files, ECDL Internet and Email
- Q2: Text based exercises 1-6, Accessibility Requirements
- Q3: 2 days
- Q4: Computer, Hot potatoes sw, internet access
- Q5: All
- Q6: www.hotpotatoes.com
Tandem Learning

• Q1: ECDL Internet and Email

• Q2: know what tandem learning and methods, how to prepare students for tandem learning, How to set learning goals, sites where partners can be found.

• Q3: 8x45 minutes, over 2-3 days

• Q4: Computer, internet access, webcam, mikes, headsets

• Q5: F2F

• Q6: www.tandemlearning.com
Development Course Manual

Methodology Course Manual

Small Experimental Courses

Full Pilot Courses
Development Course Manual

How to write Hot Potatoes

Methodology Course Manual

Small Experimental Courses

Full Pilot Courses
Development Course Manual
How to write Hot Potatoes

Methodology Course Manual
How to use on line exercises

Small Experimental Courses

Full Pilot Courses
Development Course Manual
How to write Hot Potatoes

Methodology Course Manual
How to use online exercises

Small Experimental Courses
Experimenting with Hot Potatoes - feedback

Full Pilot Courses
Plan for manual compilation

- One week to finalize list, assignements and format.
- Hans og Gordon to motivate and moderate tasks and feedback.