DELIVERABLE 1.1 – WIKI-SKILLS KICK-OFF MEETING

January 23-25, 2012, Barcelona (SPAIN)

Work Package:	1 - Project Management
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Task Responsible:	Ynternet.org
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SUMMARY

WIKI-Skills kick-off meeting was held in Barcelona in January, 2012. It was attended by all partners and served as starting point of the project activities. The aim was to plan in details and initiate all the activities within the project, as well as to clarify all relevant administrative issues.

This document – the meeting minutes - aims to describe the work flow during the kick-off meeting and lists the main outcomes. First, an overview of the meeting describes its settings, participants and structure.

A second section presents the discussed work plan as well as decisions that have been made among the consortium, regarding each work package (WP). Afterwards, the main partners' responsibilities for the first six months of the project are elicited. Finally, a last section provides the deadlines that have been set for the project's deliverables.

The appendixes of the document present the detailed meeting agenda and the participation list.

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MEETING SUMMARY

Settings

WIKI-Skills kick-off meeting took place in Barcelona (Spain) on Monday, January 23th (from 12.00 to 16.30), Tuesday 24th (from 9.30 to 18.00) and Wednesday 25th, from 9.30 to 12.00.

The event was hosted by UB at the premises of the Faculty of Pedagogy. The detailed agenda of the meeting can be found in Appendix 1.

The objectives of the kick-off meeting have been the following:

- To set up a common understanding of WIKI-Skills aims for all project partners, as well as to detail the added value of the project;
- To review and discuss the work plan and expected results of PROACTIVE, as described in the project proposal;
- To make a common agreement on the project activities and schedule;
- To elicit the working activities of the next six months, in terms of work items and partners' responsibilities;
- To clarify the management and administrative requirements of the LLL programme by the coordinator, giving appropriate guidelines to the project partners.

Participants

The six organizations of the project consortium have been represented by 12 members:

- P1: Ynternet.org, represented by two persons;
- P2: DieBerater, represented by two persons;
- P3: Elinogermaniki Agogi (EA), represented by one person;
- P4: University of Barcelona (UB), represented by two persons;
- P5: MAC-Team, represented by one person;
- P6: HEIG-VD, represented by one person;
- P7: Centro de Computación de Galicia (CESGA), represented by two persons;
- P8: Wikimedia.se, represented by one person.

The complete participation list, including the participants' signatures, is provided in Appendix 2.

Meeting overview

WIKI-Skills kick-off meeting started with a welcoming by Mario Barajas (UB) and by the project coordinator Théo Bondolfi (Ynternet.org), who presented an overview of WIKI-Skills, its objectives and planning, in order to set up a common understanding of the project. Afterwards, each partner presented their organization, as well as their main activities and roles within the project.

The rest of the meeting was organized around the presentation of the work packages (WPs) by each WP leader. The related tasks, roles, responsibilities and deliverables could be discussed among the consortium in details. The meeting was concluded with a wrap-up session where the coordinating team presented a summary of the decisions made, as well as the working activities of the end of the project, in terms of work items and partner responsibilities.

At the end of the first day, all partners attended the WIKI-Skills Conference that was organized by the University of Barcelona. Information about this conference is available at:

http://www.ub.edu/euelearning/wiki-skills_conference.pdf

The following section presents the main issues which were discussed within each WP and lists the decisions that have been made.

WORKPLAN, DISCUSSIONS, PLANNING AND MAIN RESPONSIBILITIES

The meeting enabled to organize the work to be conducted in each WP. This section presents the main decisions that have been made among the consortium, regarding each work package.

WP1 Management *(Leader Ynternet.org)*

Regarding WP1, the following decisions have been made.

Experimenteed partners in LLP coordination (mostly Die Berater, EA, UB & MAC-TEAM) will provide in the WP space of the Moodle tool **templates** for:

- Costs reporting;
- Involvement reporting and time sheets;
- Requested information for the Interim and Final reports;
- Official template for WIKI-Skills reports and documents.

Partners will send a list of concrete questions and concerns related to management and financial issues which the project coordinator will clarify directly with the Agency during the project coordinators' meeting in Brussels on Feb. 2012.

The next project meeting will be organized in Brussels, in June, 2012, by Mac-Team. A Doodle will be settled by MAC-Team and to be filled in by partners by Feb. 3rd.

Communication and sharing

The consortium will collaborate and communicate through different online spaces:

- A Moodle platform, in order to share working documents, general discussions, deliverables and other helpful materials;
- Other platforms, in order to enhance the partnership collaboration, such as Xwiki, Google Docs and Doodle.

Partners should upload all the presentations given during the meeting by 31/01/2012 in the Moodle platform.

Videoconferences

Regular videoconferences (every two months) will be organized in order to ensure a high quality of collaboration among the consortium. CESGA will provide a videoconference system. The next videoconference is planned on February 10, at 10.00 am. Main objectives are the following:

- Review the communication tools to be used along the project;
- Validate the meeting agreements;
- Continue the organization of the work to be done with WP2;
- Have a first feedback on the content identified by that time by Florence for Ynternet.org;
- Discuss miscellaneous and financial issues.

WP2 – Conceptual Framework Development – User needs and training opportunities *(Leader UB)*

UB has presented the three tasks / deliverables included in the WP, as well as some first ideas for the organization and structure of the work. It was decided that these suggestions would be posted in the collaborative platform so partners can reflect on them and edit them.

An online survey will feed the European state of the art report (D2.1). The survey's questions have already been elaborated, although partners can edit them on the Moodle platform. The survey will be translated to all partners' languages and diffused to WIKI communities by March 1st.

WP3 – Creating, editing and adapting the training contents *(WP leader CESGA)*

This WP will be discussed within the next videoconference.

WP4 Implementation *(Leader EA)*

This WP will start in November, 2012. Thus, it was decided that the organization of work would be discussed during the second project meeting. However, a discussion among the consortium enabled to better define the target groups: the consortium will develop methodologies using wikis and their advantages and teach them to teachers / trainers from different educational sub-programmes and sectors. Through co-design sessions (which will take place during the training), the consortium will help teachers and trainers in designing wiki-based learning scenarios, that they will implement in their teaching settings with their students. The consortium will provide support to teachers / trainers during the whole process of design and implementation of learning scenarios.

It was decided that the implementation report would be delivered by the end of July, 2013 so to be taken into account for creating D6.2 (Wiki tools and skills Guidelines).

WP5 Dissemination *(Leader Ynternet.org)*

The following agreements were made regarding dissemination.

Dissemination milestones

The consortium has defined three main guidelines for disseminating the project:

- The beginning of March, 2012, when the partnership will be ready to diffuse the project website and first leaflet to the wiki communities and the different channels targeted by the project;
- September, 2012, in order to diffuse the results of the user needs analysis, as well as to announce the beginning of the training activities;
- Middle of 2013, in order to diffuse the results of the training workshops, as well as to announce the final conference.

Project newsletter

Furthermore, it was decided that the project would elaborate a biannual newsletter in order to disseminate the main results and activities.

Project website

The website will constitute a window to the project activities and results. It will be created through a Wordpress CMS. It will be composed of a public and a private space, and will provide an access to the e-learning platform. The website will be delivered by the beginning of February, and the content will be editable by partners.

Final conference

The project final conference will be organized by Ynternet.org in Switzerland, in autumn, 2013. The idea of organizing a competition (for rewarding the best wiki-based learning scenarios created by the participating teachers / trainers) was raised.

Project leaflets

Project leaflets and posters will be created at two main periods of the project. The first ones will be released within February, 2012, in “svg” format.

Project logo

Partners arrived to an agreement on the project logo, as Ynternet.org had previously prepared various possibilities.

WP6 – Exploitation (Leader DieBerater)

DieBerater is responsible for internal communication for exploitation issues.

WP7 – Quality Assurance (Leader MAC-Team)

This WP will be discussed within the next videoconference.

WP8 – Evaluation (HEIG-VD)

It was decided that the WP organization would be discussed during the second project meeting, as it will start from the second part of 2012.

LIST OF TASKS AND RESPONSIBILITIES FOR THE NEXT SIX MONTHS

This section summarizes partners' responsibilities for the next six months with tasks ordered by deadline.

Ynternet.org

WP	TASK	DEADLINE
1	Provide costs reporting	
1	Provide involving reporting and time sheets	
1	Provide official template for project reports and documents	
1	Upload kick-off meeting presentation and documents	31.01.12
5	Preliminary project website	End February
5	Elaborate a semester newsletter with project results	
5	Finalise and share all logo variations	End January
5	Diffuse project website and first leaflet	1st half of March

DieBerater

WP	TASK	DEADLINE
1	Upload kick-off meeting presentation and documents	31.01.12
5	Diffuse project website and first leaflet	1st half of March

EA

WP	TASK	DEADLINE
1	Upload kick-off meeting presentation and documents	31.01.12
5	Diffuse project website and first leaflet	1st half of March

UB

WP	TASK	DEADLINE
1	Upload kick-off meeting presentation and documents	31.01.12
2	Create an on-line survey to feed D2.1	01.03.12
5	Create first period leaflets	End February
5	Diffuse project website and first leaflet	1st half of March

MAC-Team

WP	TASK	DEADLINE
1	Upload kick-off meeting presentation and documents	31.01.12
5	Diffuse project website and first leaflet	1st half of March

HEIG-VD

WP	TASK	DEADLINE
1	Upload kick-off meeting presentation and documents	31.01.12
5	Diffuse project website and first leaflet	1st half of March

CESGA

WP	TASK	DEADLINE
1	Prepare an on-line videoconference tool	Before February the 10th
1	Upload kick-off meeting presentation and documents	31.01.12
5	Diffuse project website and first leaflet	1st half of March

Wikimedia.se

WP	TASK	DEADLINE
1	Upload kick-off meeting presentation and documents	31.01.12
5	Diffuse project website and first leaflet	1st half of March

APPENDIX 1: MEETING AGENDA

WIKISKILLS - kick-off meeting

Dates

January 23-24th, 2012
Complement on Jan 25th

Duration:

- on monday, January 23rd, 12.00 to 20.30;
- on tuesday, January 24th, 9.30 to 18:00
- additional worksession for trainers/coachs on wednesday morning, 09h30-12.00, not obligatory, for sustainability since 2014

Location

University of Barcelona (UB)
Passeig Vall Hebrón, 171
Barcelona 08035, Spain

Organisers' contact information

Mario Barajas Frutos
Tel. (0034) 934037223

Frédérique Frossard
Tel. (0034) 663426638

Théo Bondolfi
Tel. (0041) 763769776

AGENDA

Thursday, January 23rd, 2011

SUBJECT	Start	End
Arrival of partners in Barcelona, see Gdoc https://docs.google.com/spreadsheet/ccc?key=0Ai3WKZzlMQKXdGFxSzZxWHpLanVub09LNnVhcUUteUE#gid=0	Before noon	
Meal between partners at UB, see access plan ***Sala Mirrador in Edifici Llevant***	*12.00*	*13.30*
Official Welcome – Partners presentations during meal Official Welcome - by Mario Barajas (UB, Host) & Théo Bondolfi (Wikiskills coordinator) Partners presentation - by each partner (5-10 minutes each) Question about webtools for project management (xwiki, moodle...), in order to prepare the discussion about the choice of these tools on day 2	13.30	14.00
Lunch break	*13.00*	*14.30*
Review of WorkPackages, part 1 **Overview and organization of each WorkPackage** **by WP leader and and all partners**	14.30	16.30
Transportation to the conference in center of Barcelona *Centre Civic Pati Llimona (Calle de Regomir, 3, Metro Liceu or Jaume 1)*	*16.30*	*18.00*
Conference WIKISKILLS (with public) by Florence Devouard & Théo Bondolfi **as published here** **http://www.ub.edu/euelearning/wiki-skills_conference.pdf** With drink at the end, and meeting with president of wikimedia.es, Jorge Sierra	18.00	20.30
Official dinnerwith partners and wikipedians (place to be chosen by UB)	*21.00*	23h30

Thursday, January 24th, 2012

SUBJECT	Start	End
Presentation of potential wiki working tools Xwiki, mediawiki, wikis Moodle By Anna Bauer & Théo Bondolfi & those wishing (Florence Devouard)	9.30	11.00
Coffee break	*11.00*	*11.15*
Review of workpackages, part 2 Overview and organization of work by WP leader and all partners	11.15	13.15
Lunch break	*13.15*	*14.30*
Review of workpackages, part 3 Overview and organization of work by WP leader and all partners	14.30	16.00
Coffee break	16.00	16.15
Meeting agreements – by Ynternet.org & all - Agreements on the work to be done before Next Wikiskills meeting - Tasks to be developed (who and when) in the next six months - Meeting wrap up	16.15	18.00
End of kick-off meeting	*18.00*	

Wednesday, January 25th, 2012

Place : Lobby of Hotel Gaudi (location will be confirmed on Jan 23rd afternoon)

The aim of the **complementary and not obligatory meeting** is to allow the wikiskills participants which are trainers and delegates of trainers wishing to **expand their portfolio of services (providing wiki-skills services to other target public)** while maintaining/updating the learning contents (scenarios, modules, courses) since 2014, as official wikiskills agreed trainers targetting all type of publics.

SUBJECT	Start	End
Presentation of participants, their professionnel situation and motivation in expanding their service providing A) Criterias for collaboration and mutual recognition between trainers/coaches B) Development of a plan of action to spread the proposal of developing wiki services (coaching, training, strategy) within our emerging network of experts.	09h30	11.30
End of the complementary meeting	*11.30*	

APPENDIX 2: PARTICIPATION LIST WITH SIGNATURES

LLP – KA3 ICT multilateral projects

WIKI-Skills kick-off meeting - Barcelona, January 23-24, 2011

University of Barcelona
Faculty of Pedagogy

Participation list

PARTICIPANTS				
Nº	Name	institution	Signature	
			23/01	24/01
1	Théo Bondolfi	Ynternet.org		
2	Florence Devouard	Ynternet.org		
3	Holger Bienzle	dieBerater		
3	Jennifer Ziegler	dieBerater		
4	Argiris Tzikopoulos	EA		
5	Mario Barajas	UB		
6	Frédérique Frossard	UB		
7	Miguel Alarcon	HEIG-VD		
8	Maria R Malmierca	CESGA		
9	Chema Abuín	CESGA		
10	Pascal Echardour	MAC-Team		
11	Anna Bauer	Wikemedia.se		
12				