

Teleconference Minutes – Friday 11:00 – 12:00 CET

Participants:

EF TUL – Katerina Marsikova, Vendy Machackova

HUD – Julie A. Davie

KAMK – Ruey Komulainen

SMK – Henrika Sakiene

WHZ – Angela Walter, Eric Forkel

General and introductory comments:

- 1) **Regular teleconferences** – please, as we do not have TCs often (Once or twice a month maximum) and as it is really important that we all have the opportunity to talk, discuss, ask questions, raise comments – please, make it a priority for these times and days when scheduled and book the time for the TC in your calendars (up to 90 minutes) and make sure you all can participate for the whole duration. It is extremely difficult to agree on things when you are not there. **IT IS ALSO STRINGLY RECOMMENDED THAT ALL RELEVANT TEAM MEMBERS FROM ALL INSTITUTIONS PARTICIPATE.**
- 2) **Order of topics** – starting next time we will set a given order of topics of the TC in accordance with priorities, so that we make sure that the most important ones are discussed for sure. When you are sending your topics for the TCs, please indicated priority 1, 2, 3, from the highest to lower.

Next TELECONFERENCE: Friday 31st, 11:00 CET

TASKS WITH FOLLOW-UP REQUESTED

Topic/Activity/Issue	Responsibility	Send to	Deadline
New communication rules – when questions asked, e-mails send, please always send you response	All	All e-mails to be sent to Katerina and Vendula	Response to e-mail within 2 days upon send-out, in case an earlier deadline is not stated. DEADLINES TO BE KEPT.
Quiz date and time - confirm that everyone is happy with Angela's suggestion - 25 questions, 45 mins; extending the deadline for the quiz.	Everyone ok + make sure you can access the test on Moodle.	If something not clear or test is not accessible for you – let Ruey know.	Yes, deadline extended. Test open for students from 24th March to March 31st.
Food bazar discussion. Please note that NO COOKING IS POSSIBLE.	All, students to bring something typical for their culture, background.	Can be discussed directly with Adriana.	Bring to the ISP.
Finish team – Sunday - 1. a.m in the morning –	German team please make sure they will	Communicate Finland and	Before the start of ISP

arrival	get into the dormitory	Germany directly	
ISP – Monday, icebreaking session and other interactive sessions	Ruey programme for ice-break; Eric + DE team – facilitating toolkit.	All who need something special, let the German team know.	ASAP
Students have to bring their laptops with them	All teachers, please make your students know.	To your students.	Before leaving for the ISP
Print-outs for the ISP. What is already done?	All	Send to Eric, if you have something to print.	Before leaving for the ISP
Update the table on G-drive with arrival and departure times and dates for all participants – teachers and students	All	No need to send if already there, otherwise, please update on G-drive and send to Katerina, Vendy, Angela and Eric.	ASAP, URGENT
Dinner to be booked for Sunday in the dormitory	All who want dinner on Sunday for themselves/students. Eric to book.	Update table on the G drive, send e-mail to Eric as he needs to book.	ASAP, March 29 th the latest
Send travel information, maps, plans how to get to the campus, dorms, hotels	Eric	To all.	ASAP, March 22 nd the latest
Invoices for accommodation in the dormitory to be sent	Eric – to process issuing invoices, Katerina and Henrika to deliver list of students including their date of birth for the invoices	Send info to Eric / send invoices to Katerina + Vendy + Hernika + Reda	ASAP, March 22 nd the latest
Companies to be visited where surveys to be performed- 5 companies per country.	All teachers to coordinate, all students to visit companies. 1 student = 1 company = 1 year	Outcome of students' dialogs in companies = input for project presentations	All survey and company visits to be done before the ISP week start.
Hospic – please make sure they have a statute of the SME, so that they qualify for the project conditions.	UK team (Julie, Alex)	Send info to Katerina + Vendy.	ASAP
Web and Facebook	All countries	Either publish directly or send to Katerina and Vendy	Add articles or at least short messages 2 a month.
ROLL-UP feedback –	All countries (Ruey	Send comments to	ASAP, Monday

there still will be some minor changes done, mainly with logos to be correct and in accordance with corporate identity brandbooks	and Henrika delivered already)	Katerina, Vendy, Ondrej	20 th .
Worksheets to be filled in for the quarter 1 2017 (work done in Jan, Feb, March)	All	Send to Alena, Katerina, Vendy	End of April 2017
Study confirmations for students from study offices – including English translation /one text is enough, confirmations can be in local languages)	All	Send to Katerina, Vendy, Alena	March 24 th 2017

TOPICS DISCUSSED WHERE NO FURTHER FOLLOW-UP IS REQUIRED

1. All information, templates, documents are on the project web.
2. Quiz - 50 % is the pass rate.
3. More info about the Food Bazar idea so that we are on the same page - what to prepare, what to bring, what facilities do we have if any to prepare food etc. Finland – not a 'pure' Finnish student in the travel group (two Vietnamese, two Russians and one Nigerian). Not that many British and Finnish students – food bazar – what THEY present – finish culture and food – Ruey will ask Adriana directly. Lithuania – will bring deserts
4. Kitchens – there are no kitchens, COOKING IS NOT possible during the ISP.
5. FORUM via Moodle – all registered students - Moodle is the only place where all students have to register with their e-mail address – goes to all e-mail boxes automatically. Can discuss there, pose questions.
6. Activities in ISP led by KAMK – Ruey briefly explained her suggestions what to do on Monday morning (ice breaking activity) and subsequently, in the afternoon - forming cross cultural teams.
7. Finish team – Sunday - 1. a.m in the morning – arrival of the Finnish team.
8. Teamwork during the ISP - one student/each university – at least – there will be 5 teams. Program ISP week - responsibilities for all sessions -**RESPONSIBILITY FOR SESSIONS BY INDIVIDUAL TEACHERS**. Tuesday afternoon – each lecturer will have one team
9. STUDENTS' PRESENTATIONS – description of the regional chosen SME – the point 4 at the beginning of the ISP – will be delivered later, students can speak about it on Friday? – yes agreed.
10. Monday – 4 national students' teams are presenting, German team in different days - explained by Eric. German students and team will be presenting on Wednesday and Thursday – yes clear.
11. For everyone there will be a guest WIFI access assured.

12. In case there is necessary to print something during the ISP – there is a possibility to do so in Germany – Eric will print it out.
13. Colourful post-its, highlighters etc. – moderation luggage – Eric has – blue, green, red, black + flipcharts.
14. UK – arrival – Julie - Sunday evening, Julie will let us know about the students (yes sent already they will come on Saturday evening)
15. CZ – students and teachers arriving Sunday afternoon.
16. Lithuania – arriving all together, Sunday afternoon, 4-5 pm, leaving Sunday noon.
17. Eric will use the table on the G drive when making reservation for meals in the dorm.
18. No limit to accommodation entry? – access is open for 24 hours in the dorm, ask in your other hotels, pensions, ...
19. Accommodation invoices are already done for UK and for Finland, for the CZ and Lithuania to be issued and sent. Henrika and Katerina – asking to have invoice and pre-pay the invoice for the attendants from the Czech Republic (5 students, 6 nights + breakfast) and Lithuania. Katerina will send – names, birthdays of the students as well, as a list – they will prepare the invoice. Katerina will have it and send it by Monday, the same for Henrika.
20. Student project tasks - preparation of the presentations for ISP – Monday Regional context of the SMEs (point 1 of project assignment) - 15 minutes each, German team on Wednesday; b) description of chosen regional SME (points 2-4 project assignment) – Note: maybe point 4 will not be so developed at the beginning of the ISP
21. Departure of Czech students Friday evening (5:30 pm if possible)
22. Information: accommodation (dorm) firmly booked, sorry but now no changes possible.
23. Your Travel to Zwickau and your accommodation - are there any questions?
24. Decision Live stream or **videos during ISP**: we prefer videos, technically not possible streaming meeting and workshop at the Chamber of Commerce. We need to involve more than 5 students – they all will be able to watch the video – attendance lists needed to be signed as a prove of evidence that 25 more students participated.
25. Friday, last session is till 4.pm. Then students can already leave.
26. **Tx meeting**: due to Lithuania leaving at noon – the crucial things will be discussed till lunch time. Otherwise the Tx meeting scheduled from 8:00 – 4:00 pm – the flight tickets to be issued after this time – necessary for funding conditions to be fulfilled.
27. UK colleagues are not there for the **Tx meeting** – they can not use the money for the Tx meeting then. Can only use funding for the ISP.
28. ISP – **University/faculty T-shirts** (team differentiation) – closed, issue, every institution responsible for their own visual identity and gifts for students.
29. **Project administration** – templates (Ondrej + Alena) – confirmation that students agree with recording, publishing of photos – we will have to have the forms signed with the written consent that they agree with recordings and publishing – all these templates are on the SHARPEN project web among DOCUMENTS. Students will all sign at the start of the ISP week.

30. **List of companies** – in all countries there should be five students visiting five companies – 1 student = 1 company. This is a condition to fulfil the conditions of the project application.
31. **Web and Facebook** – REGULAR INFORMATION FROM ALL COUNTRIES- if you can't add yourself, you can send to Katerina and Vendy – we will add there for you.
32. **National publicity** – links to articles from all sources
33. **Roll-up proposal** – comments (Ruey and Henrika - provided so far)
34. **Questionnaire – SurveyMoney** – used by all students – comparable information about companies (Czech students have done already – questionnaire has been translated into Czech language) – thanks for feedback from Ruey and UK team

As there are still some questions and things that seem not to be clear in relation to budget and funding - we will explain again all the budget things and administration issues again during the Tx meeting.