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| Operational Management Team Meeting - 09 December 2022 (13.30-15.30 CET) |
| Document File Name | OMT\_Agenda\_20221209 |
| Date - Place | 09 December 2022/ Videoconference |
| Minutes | Shamim Patel |
| Dial In Link | To be advised |

**Attendance:**

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| Operational Management Team Members | Present | Excused |
| Marcelo MILRAD (Coordinator WP1 / WP4 & LNU)  | x |  |
| Sofia PAPAVLASOPOULOU (WP2 & NTNU) | x |  |
| Christothea HERODOTOU (WP3 / WP8 & OU) |  | x |
| Chronis KYNIGOS (WP5 & NKUA)  | x |  |
| Lieva VAN LANGENHOVE (WP6 & UGent) |  | x |
| Carina GIRVAN (WP7 & TCD)\* | x |  |

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| Guests  | Present | Excused |
| Filothei CHALVATZA (SIMPLE) - Permanent Guest | x |  |
| Marianthi GRIZIOT (NKUA) - Permanent Guest | x |  |
| Manolis MAVRIKIS (UCL) - Permanent Guest | x |  |
| Katrien STRUBBE (UGent) - Permanent Guest | x |  |
| Shamim PATEL (Project Manager – LNU) | x |  |

**Agenda**

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| **OMT: 2022-09-12-#01** | **(i) Welcome (ii) Approval of** [**Minutes from OMT Meeting 11 November 2022**](https://drive.google.com/file/d/1nCxvY3719WHZ72rSohRK4NqOg6YdwWc6/view?usp=share_link) **(iii) Approval of Agenda** (MM)* The minutes of the OMT meeting from 11 November 2022 were approved.
* The agenda was approved.
* The meeting was quorate. MG would represent NKUA and KS UGent.
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| **OMT: 2022-09-12-#02** | **Updates from WP2-WP8: (**WP Leaders)*(Information)*[Updates from WP2-WP8](https://drive.google.com/file/d/18z2HoLeouJSzDgU8WJLxDpFPP0dWdHaJ/view?usp=share_link), including Actions and next steps can be found in the linked ppt presentation. Additionally, the following was noted for the minutes: * WP2 was asked to prepare a short paper to be ready for this conference: <https://ilt.nutn.edu.tw/CTE-STEM2023/02_CFP.html>
* The link to [Co-design workshops with teachers: proposed structure and activities](http://docs.google.com/document/d/1dGxX2XDkqzFyKISfIfpwhOiH0XouCUOd2Tw-Twc5I9o/edit) was shared. Feedback welcome. A meeting would be set up the following week, i.e., week beginning 10/12/2022 by CH to discuss the structure/content of online workshops.
* The following were highlighted from WP5. These require action soon:
* **Action: All** decide which partners will implement pilot studies this year in order to reach 100 students (overall and in total).
* *There are no specific partners names written in the proposal for that task. But LNU, NKUA, UGent, NTNU, TCD & OU have PMs for school interventions, plus the following schools are mentioned as examples: "Fagraböckskolan School and Norregårdskolan in Sweden, the 2nd Experimental Junior High School in Greece, school network Panta Rhei in Ghent, Drimnagh Castle Secondary School in Ireland"*
* It would be a good idea for all partners who plan to do a larger intervention in Year 2 to do a small pilot study this year to see how things are going (implementation, data collection etc).
* **Action: All** provide input to help finalize the [Activity Plan Template](https://docs.google.com/document/d/196il90_vZ0iSP8RwwAliwYq4GgsDc_rt/edit#heading=h.gjdgxs) (NKUA) by mid-January after receiving feedback by all partners.
* A WP6 Kick-off meeting with the consortium is planned for mid-January. PD with master students will start around April at UGent.
* A dedicated person from UGent will be on board to work on the project from the new year. Literature work has been carried out in preparation for this.
* Re, WP7: Task 1 Next steps: Draft evaluation toolkit for internal review by mid-January

**Action: WP3, WP5 and WP6** need to share implementation plans before the evaluation toolkit can be drafted. URGENT given WP3 and WP5 are planning to start activities with teachers and students in February and ethical approval needs to be granted before research commences.* Task 7.2 Next steps: Run and review initial results of the database search

**Action:** Review results and revise with each SLR team as necessary by end January.* Examples of (research) project activities which would likely require ethical approvals were gone through, e.g., anything for publications and deliverables, where not anonymised/identifiable – and subject to any further country specific requirements.
* Where there is uncertainty on which project activities may require ethical approvals, CG should be asked for advice.
* OU has met with its Monitoring Officer. Invoicing for the Ethics Advisor and (AWS) Infrastructure to be discussed when more information is available.
* **WP9: Action**: Arrange first meeting of EB in early-mid January. **ALL WP Leaders** to send updates for EB to review ahead of the meeting.
* A weekly “open project meeting slot” was suggested as being a useful tool to have for whatever project planning activity/meeting may be taking place that week.

**Action:** To include in the January OMT Agenda and review further, e.g., when agreeing a suitable regular monthly slot for all for next term’s OMT meetings.  |
| **OMT: 2022-09-12-#03** | **Research Questions for the Evaluation** (CG)**See** [**linked slides here**](https://drive.google.com/file/d/1kKMOTjnhNn8mAp4AhqAfliv-85-YviVV/view?usp=share_link)* CH chaired a meeting on 30/11/2022 on behalf of CG which went through which Qs were important for each WP and discussed project research questions.
* CG: Few specific questions have emerged but numerous issues raised and ideas offered (see below and presentation linked above).
* CG: The objectives of the project, and what we said we would do in the project, including for various stakeholders - such as students, teachers, schools - per country etc., are relevant for the evaluation. CG went through these as detailed in the GA.
* Evaluation aspects relating to technological, pedagogical, and professional development were highlighted: Points noted include:
	+ Involving teachers in the co-design of the evaluation materials. This would be useful, even if only possible from Year 2.
	+ Involving students in the evaluation of technology they were using (though this may have to be done at other WP levels rather than within WP7).
	+ Further clarity is needed on some aspects e.g., whether students are evaluated individually or in groups.
	+ For the technical aspects it was proposed WP4 would be best to lead on evaluation.
	+ Aspects relating to students need much more attention.
* Q: Are there critical things at individual WP level which are missing from the evaluation?
* 21st Century skills/design-thinking mindset, i.e., skills aimed at design thinking regardless of the subject/domain.
* Teachers using the outcomes of the project to evaluate the progress of students for their course, i.e., teachers’ perceptions of what students have learned.
* Further quantitative measures as well as qualitative measures, especially relating to PD.
* Re, School evaluations: Are learning outcomes big enough (worth the effort) and untangle from any novelty effect impact?
* How do we know that a certain implementation is good enough (and not others)? Should we add some elements of comparative analysis to overcome these limitations?
* Q: What aspects need to be evaluated on the macro v micro level?
	+ WP level considerations and requirements assessed to be most important level.

**Actions/Next steps:** **CG** to review the original proposal to identify core RQs (by end December); identify where, when and how data can be collected to answer questions and feed this into the drafting of the cycle 1 toolkit (due mid-January) |
| **OMT: 2022-09-12-#04** | **Scientific Board** (CK) *(Update/Information)** Remit & Contacting Members:
* This was carried forward to the January OMT meeting when CK will be present to provide an update.
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| **OMT: 2022-09-12-#05****-** | **(i) Ethics: WP9 Description, Ethics Board and Ethics Advisor &****(ii) IT Infrastructure Update*** Due to illnesses this will be carried forward to the 13 January 2023, OMT Meeting.
* LNU and TCD should then have had the opportunity to discuss this further for ethics; and LNU with UCL and TCD for the Infrastructure.
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| **OMT: 2022-09-12-#06****14.35-14.50** | **Updates from Coordinator** (SP) *(Information, Feedback & Discussion)** **Joint Data Controller Agreement**
	+ Feedback and comments have been received from partners. LNU’s legal expert and DPO will come back with an updated version soon.
* **Submission of Deliverable** [Project Handbook](https://drive.google.com/file/d/1A3D14t9AAgplBo_-PEqCkGDo9ATGKjY1/view?usp=sharing).
* This was submitted on time. The Milestones Table on the submitted version, as on the portal, has a few discrepancies. The version on the Google Drive is corrected for this.
* **Expectations on Receiving Responses** (see Section 7.2 in Handbook)
* Point 7.2 in the Project Handbook has been written to incorporate the discussions from the last meeting on this. All partners kindly asked to review and cooperate on this point.
* [**Quality Control Sheet for Upcoming Deliverables**](https://docs.google.com/spreadsheets/d/1wCYFr8Fph4wFUJguQQU7oWT7QTTe8-HlbUToWhOdyBE/edit?usp=sharing)
* This has been produced in response to the discussions from the previous OMT meeting.
* **Action:** For the six M6 Deliverables coming up, WP Leaders **(MM, SoP, CK, CH, CG)** should fill in the spreadsheet “Lead Authors” and “Reviewers” as applicable for their WP deliverable(s) **before 9 January 2023 OMT Meeting**.

 * [**Glossary**](https://docs.google.com/document/d/18dlnshL2xmgOdFMdcE7G2hUm9gz1oyfLot2eaVs62cY/edit?usp=share_link)
* A draft working glossary has been produced. The aim is to have a version available on the webpage in early 2023.
* **Action: All** to populate prior to next meeting when it will be revisited.
* [**Project Calendar**](https://docs.google.com/spreadsheets/d/1D-_5MwkjeprOf9MOKweKgldt_r49FZsb83MDKtCJTSo/edit?usp=share_link) **for Meetings and Activities**
* A preliminary Calendar has been produced up to summer next year.
* **Action: All** to fill in their upcoming WP meetings or other known project related activities.
* If suitable the calendar can be expanded for the rest of the project period (to review further at next OMT meeting).
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| **OMT: 2022-09-12-#07** **14.50-15.00** | **Internal Reporting** (MM)* **CO proposal at M9 and M27**
* This would be a light, internal only (i.e., not for the EC) version of the contractual reporting for the EC at M18 and M36. For example, it would cover an overview of the status on deliverables, milestones, deviations from work plan, and use of PM resources and budget.
* The aim is to be proactive i.e., highlight and react to any problems earlier rather than later.
* LNU as CO has done a risk analysis and considers nine months to be adequate as opposed to six months.

**Decision:** LNU’s proposal to have complementary internal reporting at M9 and M27 to the EC’s formal reporting at M18 and M36 was accepted by all partners. |
| **OMT: 2022-09-12-#08****15.00-15.25** | **Overview of Current Work & Risks** (MM/SP) *(Information)** **GANTT Chart**
* **Deliverables/Milestones due at M6**
* **Discussion on the interdependence between the different WPs and their implications for the deliverables\***
* **Review of Risks**
* Due to time limitations these will be carried forward to the next OMT meeting.
* \**Note: To help move the point on interdependencies further each WP Leader will be asked to prepare for the 9 January 2023 OMT meeting, ca ½ to one-page, identifying what they think is working fine, and any risks they have identified.* **Action: SP** to contact WP Leads on this.
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| **OMT: 2022-09-12-#09****15.25-15.30** | **Next OMT Meeting:** 13 January 2023: 13.30-15.30 CET**AOB** (All) **/ Buffer** * Proposed (and agreed) that WP updates be moved further down the agenda in future meetings.
* There being no further time the meeting was closed.
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