



LEONARDO DA VINCI PROGRAMME

Understand IT project

Project Meeting 1 (Kick off)

13-14 December, 2010

Trondheim, Norway

AGENDA

Participants: all partners

Monday 13/12/2010

Place: Statens hus (we will pick you up at Hotel Augustin 08.15), Trondheim

08.30-09.00	Welcome to HiST Plan for the meeting	Thorleif Hjeltnes
09.00-09.30	Short presentation of each partners and the participants	Partners / Participants
09.30-10.00	A short presentation of Understand IT, the Workpackages and the Products	Bjørn Klefstad
10.00-10.30	Coffee Break	
10.30-11.00	The Vitae project (WP-1)	Anne Fox
11.00-13.00	Introduction to The CCeD model (WP2 & 3)	Knut Arne Strand, Monica Storvik and Tor Atle Hjeltnes
13.00-14.00	Lunch	
14.00-14.30	WP4 Language and Cultural adaptations	FHK
14.30-15.00	WP5 Vitae Courses	BETI
15.00-15.30	WP6 A CoP for VET teachers	UoR / DIS
15.30-16.00	Coffee Break	
16.00-16.20	WP7 Evaluation	Anne Fox
16.20-17.00	WP8 Dissemination and Exploitation eTutor Portal	NADE CENFIM
17.00-17.30	Conclusions for Day 1	
19.00	Evening Program / Dinner	



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Tuesday 14/12/2010

Place: E.C. Dahls gt 2 (The CCD-room), Trondheim

8.30-11.30	WP2 CCeD model Adaptation In the CCD room. The session also include Breaks etc.	All partners
11.30-12.00	Coffee Break	
12.00-13.00	Information from the Norwegian National Agency (SIU) about: <ul style="list-style-type: none">- Project administration- Project economy	SIU Kjersti Skjervheim Alisa Hodzic
13.00-13.30	Project administration (WP 10) <ul style="list-style-type: none">- The Contract and Partner representatives- Documentation and reporting of costs- Communication within the project- Date and Place for M2	HiST Thorleif Hjeltnes Magnhild Tangvik
13.30-14.00	AOB	
14.00-15.00	LUNSJ	



Preparation for the kick off meeting

Suggested reading:

The Understand IT application

You will need to know in detail the application for Understand IT. Here you will find a description of all the work packages (WP) and the list of products to be produced during the lifetime of the project. The Partner who will be responsible as WP leader is described along with the involvement of each Partner in each WP. You will find the Application here: <http://www.aitel.hist.no/uit/HiST2010Leonardo-TOI-Understand-IT-revidert-H10.pdf>. Please notice that it takes quite a long time to download this document!

The Vitae Handbook

A very important document for the implementation of the Understand IT project is the the Vitae handbook, <http://www.vitae-project.eu/material/handbook/vitae-handbook.html>. It should be studied carefully.

CCeD

Sør-Trøndelag university college / The research Foundation TISIP have for a long time worked with making customised e-learning solutions for industry. Lately we have used the method Concurrent eLearning Design for this purpose. To gain some background knowledge relevant for the Understand IT project, please read the article, *The Concurrent E-Learning Design Method, Knut Arne Strand and Arvid Staupe*. The article is attached, and should only be used for the Understand IT project.

Work to be done:

WP1

Before the M1 meeting I would like to have available the fact sheets to be produced in WP1. They are:

- 1) A fact sheet of the Vitae project with references to online and other resources. Responsible: FHK (WP-leader), **Anne Fox?**
- 2) A fact sheet of the iQTool project with references to online and other resources. Responsible: FHK (WP-leader), **TISIP / Geir Maribu**
- 3) A fact sheet of the eTutor Project with reference to online and other resource. Responsible: FHK (WP-leader), CENFIM / **Eduardo Manuel Freitas Rodrigues**

I think that the Fact sheet possibly should have been based on a common template. However I think it is better to have different fact sheets now and reedit them into a common template later, after the M1 meeting.

The WP-leader should fill in the Work Package description template.

Deadline for the fact sheets: **Dec 3. 2010**



WP 2 – 8, WP 10

In the Understand IT application, section D.4.1 there is a description of each WP and a reference to one or more results to be produced by that WP. There is also given a time frame and a resource allocation in number of Days for each WP. The results are further described in more detail under section D.4.2. HiST have developed a template to be used to document each WP and the subtasks / activities to be done and how the work can be distributed among the Partners for each WP. Drafts of these descriptions should be prepared before the meeting in December and used by the WP-leader when they present the WP in the Kick off meeting. Deadline for filling in the descriptions are Dec 3. 2010.