





Project "INTENT 4.0" (2019-1-DE02-KA202-006122) Minutes 1 st Transnational Meeting Participants: cf. participant list of the meeting			Date: 13 - 15 November 2019 Place: Cologne		
			-		
Agenda – main topics	Agreements and Assignments	Supporting Documents	Responsi ble	Collabo ration	Deadline
Presentation of the project partners	All partners presented their institutions and themselves by preselected items. They will send a presentation of their institution to EUGES.	PPT-Presentation of all participating institutions	all		02.12.19
Introduction to the project	With reference to the application Folene explains the background and main objectives of the project and the concepts of the summer school. Partners agreed to use the Recommendations for Training Modules with Special Regard to VET 4.0 from the VET 4.0 project (www.vet-4-0.eu) as orientation for the modules to be developed. Not all topics of the recommendations will have to be considered in a module and the pre knowledge of the participants will have to be taken into account.	Presentation Recommendations (attached)	EUGES		





















IO 1	In order to get a compendium of relevant digital tools and methods, Marketa and Milena will prepare a template to explore and structure existing pre-knowledge and experience with the use of digital tools and methods for teaching. As far as possible they should be connected to supply chains. Each partner has to try out at least two digital tools, and reports on the pedagogical focus and the experience with them during the next meeting. Advantages and disadvantages and possible areas of application will be presented and discussed.	Template	Vysocina	all	01.03.20	
	Marketa and Milena present their ideas for IO1. They prepare a proposal for an introductory Escape Room session until the next meeting. The topic of it could be career guiding; all agree on it. During the second meeting all partners will test and evaluate the method and decide on amendments and further steps.					
Discussion and agreement on concrete project design (focus IO 2)	Partners discussed different approaches to design the modules in IO2. The pre-knowledge of participants can be rather different, possibly the concrete target group for C1 has to be focused. Finally partners agreed to have one module which gives an overall view (vision) on the change from linear product chains to networked systems					
	(example of Tamara), and one module which works with a clear example from					i





















the production sector which includes all relevant topics. As far as necessary, it will be divided in submodules with different focuses.

The current proposal for C1 (LTTA summer school):

One day work on the module(s) of IO1, one day on the modules(s) which make familiar with the change from linear to networked supply chains, one day on the work with a concrete example and a last day which offers the opportunity to the participants to work out own modules which they can use for their teaching with different students groups.

For the preparation of IO2, Loredana will distribute an example for the use of 3-D-printers in her school.

Tamara will give an input concerning cyber security.

All partners are going to reflect on possibilities and examples for IO 2.



This work is licensed under a Creative Commons Attribution-ShareAlike 4.0 International License.













31.01.20

Loredana







			Tamara		31.01.20
Management, administration and finances	Stefan presented the main information on how to handle management and administration of the project and which documents will have to be delivered with the reports to the NA.	Presentation on management and administration	EUGES		
	Templates for timesheets will be distributed to all. They will have to be delivered to EUGES every three months.	Timesheets			20.02.20
Dissemination	Stefan exemplified good dissemination from the beginning. Forms to support the documentation of dissemination activities will be distributed. Examples for a project logo will be sent to all partners in December. We will decide on the final logo in January. A decision on the design of the project's website will be made during the next meeting, EUGES will present a draft.	Presentation Dissemination activity form Proposals for a project logo	EUGES	all	Jan.2020
	Partners will decide on the kind of cc license after the next meeting.				March 20





















Dates	The next project meeting will be from 21 to 23 April 2020 in Jihlava, CZ. Marketa will send additional information on logistics, etc.	21-23 Apr. 20
	Partners agreed to meet for three days because we will have to work on the details of IO1 and IO2 together.	
	The third project meeting will be on 24-25 September 2020 in Portugal.	
Evaluation	ACISO will send an evaluation form for the evaluation of the kick-off meeting.	22.11.19













