Meeting Minutes – Dipartimento di Informatica, Via Comelico 39, Milano,Italy
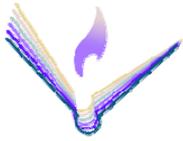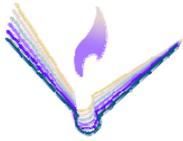
Date	Thursday 10 July 2014 - Friday 11 July 2014
Relators:	Università degli Studi di Milano Prof. Bruno Apolloni, Dr. Francesco Epifania, Dr. Marco Mesiti, Dr. Stefano Valtolina. Institute of Education and Youth Studies Association (EGECED) Dr. Mehmet Emin Bakay , Dr. Güldan Kalem. Institute of Technology and Development (ITD) Prof. Eugenia Petrova Kovatcheva, Dr. Mirolyuba Madjarova. AMCServices (Arké Management Consulting Services) Dr. Ivano Cesareo, Prof. Maurizio Mesenzani, Dr. Alessandro Pollini
Organizers:	University of Milano (UNIMI)
Participants:	Dr. Mehmet Emin Bakay, Güldan Kalem, Prof. Eugenia Petrova Kovatcheva, DR. Mirolyuba Madjarova, Prof. Bruno Apolloni, Dr. Francesco Epifania, Prof. Maurizio Mesenzani, Dr. Ivano Cesareo, Dr. Alessandro Pollini, Dr. Silvia Franceschino, Mr. Andrea Pavesi, Mrs. Carrie Tiffany Mammarella, Mr. Marco Patti, Mr. Mirko Rapicano, Mr. Dario Borroni, Mr. Ivan Paterno, Mr. Quan Hao.
Aims of the Meeting:	- Financial assessment of the NETT platform - pilot courses and platform contents - quality assessment - Recovering of the delays - Closing actions - Designing the future
Topics and Content:	- First day: 12.00 - 13.00 lunch buffet 13.00 - 13.45 Recommender system (presented by S. Bassis and teammates) 13.45 - 14.30 Evaluation of the platform (prsented by S. Valtolina and teammates) 14.30 - 15.00 Open problems, last duties (introduced by F. Epifania) 15.00 - 16.00 Evaluation of the pilot courses and available contents in the

	platform (introduced by I. Cesareo)
	• 16.00 - 16.30 Coffee break
	• 16.30 - 17.30 Quality issues (introduced by E. Kovathecva)
	• 17.30 - 18.30 IPR issues and dissemination (introduced by M. Mesenzani)
	• 20.00 - 23.00 NETT-party
	• Second day:
	• 8.30 - 9.00 Recovering of the late deliverables (introduced by E. Bakay)
	• 9.00 - 10.00 Closing actions who what (introduced by M. Miroslava)
	• 10.00 - 10.30 International final conference, budget, gadgets, invitations to stakeholders and other projects, etc (inroduced by B. Apolloni)
	• 10.30 - 11.00 Coffee brak
	• 11.00 - 11.30 Project guidelines (ingroduced by G. Kalem),
	• 11.30 - 12.30 Post exploitation, networking with other projects and initiatives, economical issues (introduced by B. Apolloni)
	• 12.30 - 1.30 Next projects (introduced by M. Mesiti)
	• 1.30 - 2.30 Lunch buffet
Reports and Comments:	**Welcome**: ▪ Bruno Apolloni synthesizes the state of the art of the project with the sentence: Almost all what had to be done was really done, but some delay has to be recovered Now we must sell our work to ▪ International students (the Skype conference) ▪ Main stakeholders (the final conference) ▪ Potential cooperators (new projects) ▪ Vast public (no-profit societies, spinoff) ▪ Then he provides more specific details. ▪ As a good news he announces that the CE has approved the interim report and is going to pay around 50.000€ that will be distributed in a reason of around 10.000€ per partner, double to the coordinator. **Recommender system** ▪ Bruno Apolloni and Marco Mesiti introduce the Recommender system in substitution of Simone Bassis, who is unavailable by health reasons. They show both the general methodology and implementation details. ▪ Apolloni reckons that no objections exist on the part of the participants on the technical aspects.

Evaluation of the platform
- Stefano Valtolina introduces the usability test devised for the NETT platform as both involved methodologies and operational procedures. The tests are planned to be submitted to the user by the end of July.

Open problems, last duties

- Francesco Epifania lists the following actions to complete the platform:

1. Completion of the import procedures as for importing didactical resources from LMS to the Social Network.

2. Minor improvements suggested by the usability test

3. Embedding of the recommender system into the platform functionalities

4. Increasing of the quality certified didactical material which is available through the platform
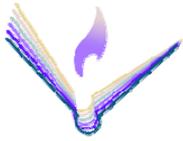
Evaluation of the pilot courses

- Ivano Cesareo reports on the course on **b**asic economics started by Arché since the beginning of June

- Eugenia Kovatcheva reports on an analogous course exactly started on July 1st

- The two reporters highlight the difference between the two courses. Both are aimed at experimenting the usage of the NETT platform, the former as an aside effect of preparing a course on economics, the latter having the platform usage as the main core of the course.

- Gouldan Kalem reports on the pilot course delivered in Turkey. While the former two are devised to be delivered mainly in remote, the last one has been more traditionally delivered face-to-face.

- A wide discussion follows on benefit and drawbacks of the platform emerging during its usage. As a conclusion, the following actions have been delivered:

- Looking for more appropriate metadata. Eugenia Kovatcheva and Mirolyuba Madjarova are in charge of integrating/amending the current excel sheet containing the platform metadata

- A didactical model must me quoted in relation to the fuzzy quantifiers used in correspondence of some metadata

- A popup distinguishing between resources and activities will appear in correspondence of the list of resource types

- The use of the term *picture* in place of *slide* has been questioned.

Quality issues
- Mirolyuba Madjarova ask the partners to fill up the quality sheets, one per partner and period between two (in presence) project meeting.

IPR issues and dissemination

- Maurizio Mesenzani renews the invitation to fill up the open points of the document containing the exploitation plan. He also refers on the results of the web campaign.

- Alessandro Pollini introduces the problem of the IPR Policy. Creative Common licensing is the standard policy. It means that all what we produce is available to the vast public with the sole obligation of quoting the source. A same polity is required to be subscribed by the platform contributors when they submit their work for evaluation and publication in the platform. Special care must be devoted when third party material is suggested to the user.

Recovering of the late deliverables

- Emin Bakay explains that Bot D17 and D18 will be elaborated by EGECED in one week so as to be quickly completed by the partners.

Closing actions who what

Mirolyuba Madjarova collected the following list of duties, including object, responsible and deadline

- D18 (M15) Design of the training offer:

Should be a doc preceding the course content itself

Should give a notion on:

- what the course is about,

- how it is structured,

- what type of activities are included

- what knowledge and skills the trainee will receive at the end of the course

How the course or parts of it can be used for own teaching courses

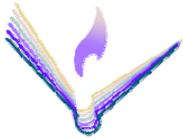|	
Deadline:	21 July Emin will develop few pages and a template of the training offer
Responsible:	Emin. All partners contribute to the improvement of the doc.

- D17 (M15) Platform translated content into the partners' language
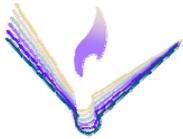
How to use the multilingual approach

Deadline:	Emin will deliver this deliverable on 21 July.
Responsible:	Emin. All partners are asked to react quickly on the drafts sent by Emin

Some screenshots are necessary from the

<div align="center">"IT/platform" team</div>

- Production of a VIDEO material

Mauricio explains the idea of the video: video instruction how to develop own course

Jeni mentions that Bulgarian videos are available on Moodle exploitation

Mauricio asks BG team to give 2/3 ideas on the video content

Components of the video:

- introduction of the NETT platform
- others

Deadline:	28 July to receive ideas and Skype discussion 2:30 p.m. of the same day on final decision on the structure of the video.
Responsible:	Mauricio, Jenny

- D 29 Newsletter

Jeni asks for info for the D29

Suggestion to join the last two newsletters

Deadline:	19 July deadline for delivering info on pilot courses and other activities done.
Responsible:	Jenny, All Partners

- D34 (M16) Protocols and copyright agreements

Maurizio proposes end of July for a proposal / draft of the doc and beginning of September for closing this deliverable.

Deadline:	31 July - a proposal / draft of the doc;
	05 September - closing this deliverable
Responsible:	Maurizio, All Partners contribute to the improvement of the proposed draft

- D35 (M24) Project post exploitation plan

Maurizio: to accomplish D35 the contributions by all partners are important

        Deadline: to be fixed

        Responsible: Maurizio, all Partners

- D32 (M23) Project guidelines.

The idea is that these guidelines should constitute a Navigator for the NETT platform. Translation into the national languages is needed

Guidelines structure proposed by Turkish partner:

PROJECT GUIDELINES
Table of Contents
1. About the Project
2. Design/development phase
3. NETT Platform
   - Introduction of the Platform
   - How to use the Platform
   - How to design a course
4. Implementation phase
5. NETT Social Channels
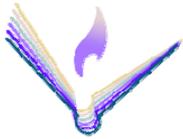6. Useful Materials& Links

The structure was accepted in this shape
        Deadline: 15 October for delivering the first draft for discussion

        Responsible: Jenny, Guldan coordinate the work of All Partners

International final conference
- Bruno Apolloni describes the location, its costs, reachability problems and invitation policy.

- The conference is by invitations. It is agreed to distinguish two kind of guests: VIP guests, which will be at complete charge of the project and regular guest which will paid only as for lunches and social dinner. Some grants for full payment will be also available, depending on the travel expenses of the VIP guests.

- By the end of July each partner will submit a list of candidate guests, both VIP and regular (around 10 per partner the last ones)

- It is agreed the preliminary schedule, as reported below:

Length: 1 day and ½ (November, 21-22)

First day morning:

- Welcome mesages
- project and platform
- Reports from other projects on the field

First day afternoon:

- reports from the pilot courses students: what done, what to be done in the next future
- Relation with other projects on the field

Second day morning:

- parallel sessions to form operational nuclei
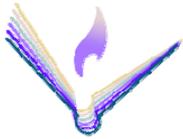- final panel with operational proposals.

- It is agreed to invite the students of the pilot courses and launch a competition for the best didactical module uploaded by them on the platform.

- The last point recalled that a duty of the project is the delivery of a Skype conference joining all the pilot courses. To avoid noise and voice aliasing, the conference will be rigorously conducted through a series of three organic interventions by the leader of each pilot course, plus interventions of students only at the end. In this occasion it will be launched the above competition.

Project guidelines
- Guldan Kalem exposes her project about this document which resumes goals and results of the entire project (see above).

Post exploitation, networking with other projects and initiatives, economical issues
- Before starting this point, Dr. Paolo Degasperi introduces the project Startup which share some entrepreneurship goals with our. Degasperi declares the interest of his Institution to participate to the November conference, as well as to future common initiatives.

- Bruno Apolloni shows a comparative table between the budget and the costs claimed and accepted in the Interim Report. It emerges that some amounts (around 11.000€) are available in the UNIMI consumable that can be destined to the travel and accommodation of the Gargnano conference guests, and some amounts (around 13.000€) are available in the Arché consumables that can be destined, under Commission approval, to initiatives to maintain alive the NETT platform even after the project completion.

- Apolloni blinks also some warnings on the saturation of the final budget on

	the part of the partners, specially concerning travel expenses.
	▪ EGECED asks if it is possible to divert some budget remainder from participant travels to grant travels for Turkish regular guests in Gargnano.
	▪ As for post exploitation, the general idea is to foster with Arché consumables an innovative startup whose core mission is to exploit the NETT platform. Since the general rule of the project funds is that they must be spent within the project expiration date, the consortium proposes requiring an extension of the project of six months. This will allows a better fostering of the exploitation activities.
	Next projects
	▪ Marco Mesiti reports on the COSMO call which expires on August 20. Since NETT project is expressly mentioned in the call, and in any case the goals of the call are tightly compliant with the NETT ones, the consortium gives mandate to the Coordinator of managing for participating to the call.
Ideas emerging from the Meeting:	▪ Now is time to check ways to avoid that the NETT cumulated competences are wasted. The two more concrete initiatives in this direction are:
	▪ The final international conference as an aggregation occasion of all strongholds interested on the platform
	▪ The setup of an innovative startup at the service of the platform.
	▪ An extension of the project end term of six months would be very profitable to the project for the exploitation of its results.
Next steps	▪ A Skype meeting will be held on October 2014 to synthesize the experiences coming from the pilot courses
	▪ Next meeting in persons will be set in Italy, in correspondence of the final international conference on November 21 and 22