

COMPeTERE meeting

Minutes

Nowy Sącz, Oct, 17-18, 2007

Participants:

Marek Graczyk – IT QUAL, PL
Kinga Pawlowska, IT QUAL, PL
Bert Coolen – BE-ODL, BE
Victoria Shirtliff KBL, UK
Michael Thornton, KBL, UK
Shamima Noorudin, Grimsby, UK
Kamila Wardak, KBL, UK

DAY 1 – Oct, 17

Minutes were taken by Victoria Shirtliff

DAY 1 – Oct, 18

Two main subjects were discussed:

- I. Webpage (+ invitation): design and changes to be introduced**
- II. Preparation of Brussels' Meeting - work plan**

Ad I Webpage

1. Invitation is ok – changes in invitation are to be introduced by **Bert** (i.e. coffee break to be included, Networking and Press Conference to be excluded). Changes to be introduced by **Oct, 23 Bert**
2. Web site – changes to be introduced by **Oct, 26 Kinga**
 - ABOUT US section: make the structure more clear - bullet points, alignment
 - check the links (not all work)
 - add the meeting information in the NEWS section
 - delete brackets in PARTNERS section, add some more information (Maria Jose)
 - add the LIBRARY or make a section with the outcomes

What should be added to the web site:

- library – general documents, resources public and also from each partner, which are not copyrighted or can be published
 - a section with RESULTS (products)
3. RESULTS section “what we found out” should be added **Oct, 26 Marek + input from DP's**
 - basic skills
 - framework tool
 - research
 - e-mail each other for some more things we should add
 - e-Learning guidelines (in Dutch), but translated into French and English

A separate section concerning RESULTS of the project should be added. In this section also the CONCLUSIONS achieved should be included. The RESULTS section should be highlighted at the

homepage (main menu) or in NEWS. We can also place a link below the ABOUT COMPETERE text, below „Read more” a link „Results”.

4. Broadcasting to be done by **Victoria**

A list of requirements for broadcasting is needed:

- check if it is possible to broadcast immediately to the internet
- presenter
- permissions from people
- others ...

Add a miniscreen link at the web site to the live broadcast of the event on the right – there will be more space to an item leading to the broadcast and results section.

5. No need for the intranet, so we can give up the login section (this way we will be sending the new attachments by mail to the webmaster) --> still to be consulted with the webmaster.

Ad II Preparation of Brussels’ Meeting - work plan

| TASK | DECISION | WHO IS RESPONSIBLE | DEADLINE |
|--|--|---|---|
| 1. Headphones (translation) | <ul style="list-style-type: none"> ▪ We need 70 additional headsets Costs to be splited in 4 invoices We need a confirmation will do the translation both ways | Bert Kinga | Nov, 7 |
| 2. List of participants | <ul style="list-style-type: none"> ▪ Send the list with a followup to Kinga ▪ Get confirmation from the Spanish partner Victoria | Victoria Kinga Bert Maria Jose | End of next week Oct, 28 |
| 3. Accomodation | <ul style="list-style-type: none"> ▪ Check the possibility of booking 60 rooms in Brussels. We will do our best to keep everybody in the same hotel | Bert | Oct, 23 |
| 4. Brochure | <ul style="list-style-type: none"> ▪ Total 1000 pcs - designed and printed in Poland (keep the look of the invitation), UK will pay for design, printing and shipment to Brussels and UK, Belgium ▪ Prepare the input to the design and send it to Kinga ▪ Contact with Maria Jose Victoria | Kinga Victoria | Oct, 23 absolute deadline fo Spanish involvement – 1st November |
| 5. Culture event | <ul style="list-style-type: none"> ▪ To be send to Kinga detailed information what it will be (music, sculpture, ? etc). This is needed to prepare venue for the cultural event | Maria Jose Bert Victoria, Maria Jose | Oct, 28 |
| 6. Moderator | <ul style="list-style-type: none"> ▪ Eduard de Bieseman – to be confirmed | Bert | Oct, 28 |
| 7. Catering | <ul style="list-style-type: none"> ▪ Kinga sent proposals, costs to be splited in 4 invoices | Kinga | |
| 8. Abstracts + additional information about Key Speakers | <ul style="list-style-type: none"> ▪ All DP, will make effort to get abstracts from Key speakers, additionally we can include in webpage links that go to e-resources about our spakers | Kinga, Victoria, Bert, Maria Jose | Oct, 31 |