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## Mobile learning system for reinforcing skills retention (MobiLEx)

Erasmus+ KA226 – Partnerships for Digital Education Readiness

<b>KICK – OFF MEETING (Day 1)</b>	
Participants / Teilnehmer: PAIZ EFFEBI MILITOS FHM	Minutes / Protokoll: Date/Datum:                    16.04.2021 Time/Zeit:                        09:00 h – 13:00 h Place/Ort:                         MS Teams MS Teams Link:  <div style="display: flex; justify-content: space-between;"> <span style="color: green;">Done - ✓</span> <span style="color: orange;">in Progress - </span> </div> <div style="display: flex; justify-content: space-between;"> <span style="color: red;">Behind schedule - !</span> <span style="color: blue;">postponed - </span> </div>

Time	Items	Minutes / Call-to-Action	Person	Timeline	Status
09:00 – 09:15	<u>Welcome</u> Taking virtual project-team picture	<ul style="list-style-type: none"> <li>Welcome</li> <li>Photo</li> </ul>	FHM		
09:15 – 09:35	<u>Introduction of partner institutions</u> Presentation (5 min per partner institution)	<ul style="list-style-type: none"> <li>FHM</li> <li>PAIZ</li> <li>Effebi</li> <li>Militos</li> </ul>	All		
09:35 – 10:35	<u>Overview of MobiLEx:</u> Objectives, Output, Workplan, Responsibilities	<ul style="list-style-type: none"> <li>Project rationale and aims</li> <li>Target Groups &amp; Participants</li> <li>Expected Outputs (O1+O2)</li> <li>Responsibilities / Lead roles</li> </ul>	PAIZ FHM		
10:35 – 10:45	<u>Coffee Break</u>				
Topics	Items	Minutes / Call-to-Action	Person	Timeline	Status
10:45 – 11:45	<u>Workshop IO1 – Designing Application</u>	Workshop on IO1 creation and development Creative exchange and collection of ideas Moderation of the Workshop: PAIZ	All		



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Time	Items	Minutes / Call-to-Action	Person	Timeline	Status
11:45 – 12:00	<u>Coffee Break</u>				
12:00 – 13:00	<u>Workshop IO2 – Designing Content</u>	Workshop on IO2 creation and development For Mobilex Modules - Provision of training program/curricula through partners: <ol style="list-style-type: none"> <li>1. PAIZ: 'How to motivate people who are working remotely'</li> <li>2. FHM: 'Sustainability manager'</li> <li>3. EFFEBI: 'Periodic effectiveness appraisal'</li> <li>4. MILITOS: 'Skills oriented team-building'</li> </ol> Moderation of the Workshop: PAIZ	All		

## KICK – OFF MEETING (Day 2)

Participants / Teilnehmer: PAIZ EFFEBI MILITOS FHM	Minutes / Protokoll: Date/Datum: 26.04.2021 Time/Zeit: 14:00 h – 16:30 h Place/Ort: MS Teams MS Teams Link:
	Done - ✓ <span style="float: right;">in Progress - </span> Behind schedule - ! <span style="float: right;">postponed - </span>

Time	Items	Minutes / Call-to-Action	Person	Timeline	Status
14:00 – 14:40	<u>Welcome &amp; Summary of Workshops</u>	<ul style="list-style-type: none"> <li>• Summary of the workshop results of 1<sup>st</sup> Kick-Off day (16<sup>th</sup> April)</li> </ul>	PAIZ		
14:40 – 15:10	<u>Quality and Evaluation</u>	<ul style="list-style-type: none"> <li>• Presentation of Quality and Evaluation plan/strategy</li> </ul>	Effebi		
15:10 – 15:20	<u>Coffee Break</u>				



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Time	Items	Minutes / Call-to-Action	Person	Timeline	Status
15:20 – 15:45	<u>Dissemination</u>	<ul style="list-style-type: none"> <li>Dissemination plan and first ideas</li> </ul>	FHM		
15:45 – 16:15	<u>Project Management &amp; Finances</u>	<ul style="list-style-type: none"> <li>Communication</li> <li>Documentation &amp; Reporting</li> <li>Finances</li> </ul>	FHM		
16:15 – 16:30	<u>Next steps</u> next meetings + minutes, and wrap-up	<ul style="list-style-type: none"> <li>Next steps</li> <li>Transnational Project Meetings</li> <li>Minutes</li> <li>Any other business?</li> </ul>	All		