

## **CONSTRUIT! Project**

### **Minutes of TPM Management meeting held on Friday 14 July at the University of Warwick**

#### **Present**

Mike Joy (PI - Warwick), Lynn McLean (Finance Officer - Warwick), Meurig Beynon (Warwick), Steve Russ (Warwick), Dimitris Alimisis (Edumotiva), Anna Vasala (Edumotiva), Michal Winczer (Comenius), Ilkka Jormanainen (UEF), Jen Ross (Edinburgh)

Apologies were received from Hamish Macleod (Edinburgh)

#### 1. Opening of meeting

The meeting opened at 10:45.

#### 2. Project Reporting

Format of the reporting documentation was discussed, and Lynn distributed samples of the Mobility Tool data sheet for a participant and an activity, together with a spreadsheet which will be distributed to partners to gather the material to be entered into the Mobility Tool.

Partners will have viewing permission for the Mobility Tool, but all data will be entered by Warwick.

Not all emails entered into the Mobility Tool will be currently active, since students and staff engaging in previous activities may no longer be in contact.

The research component of the project is additional to the contracted activities, and this will strengthen the impact of those activities.

Mike advised the meeting that the construit.org website needed to be a single independent and consistent resource which will be valid as an archive after the project has terminated. This will involve some data duplication (with the Warwick EM materials), and will require descriptions (or videos) of the software to be included, additional to links to downloadable software packages and live resources, to ensure a permanent record exists.

Jen referred to the Intellectual Outputs for Edinburgh summary sheet, and it was agreed that the expected reporting for IOs should be in summary, not by individual activity.

The meeting discussed how work on intellectual outputs accounted against time at meetings (so review activities carried out by consultants are evidenced not by written reports (etc.) but by time spent at meetings). Meurig was concerned that reporting of IOs also need to be allocated to individual partners.

Dissemination is currently only being updated by Edumotiva, and other partners need to play their part. It was unclear whether there is an official tool for this which should be used. Ilkka reported that he is still planning to work with teachers at an event in August.

#### 3. AOB

None.

#### 4. Close of meeting

The meeting closed at 12:00