**Meeting summary of DICAP TM1 – Viborg**

**Day 1**

**DK**:  
- Welcome  
- Introduction of the TM1 program; dinner, teamwork, contracts,   
**All countries**:  
- Introduction of representatives, background and field of work.

**DK**:  
- Send an email with legal representative and financial information, and Carsten will gather the contract, legal and financial information.

- reviewing the Gantt chart

**DK**:  
- Gantt:   
- Carsten will change the way the Gantt-chart operates in Teams.  
- Postpone the WP1. Beginning after the TM1 (selling the idea to teachers, prepare templates etc.)  
  
**All countries** agree on week 22 as the best week for the LTT C1.  
  
**ES** might have some conflicting scheduling with exams, but they will figure it out.   
Carsten will contact the dormitory about room for the incoming teachers.

**LTT C2 – Rakvere, Estonia – 24-28.10 2022**  
- 5 students, 1-2 teachers (facilitators)

**All countries:**  
- walk through the financial part. Who gets which amount when?  
- **NO** requested the walk through, so it doesn’t have to repeat itself at every meeting.

!! Every time there is a TM, it will be in collaboration with Carsten.  
With LTT it will be the hosting country’s responsibility to facilitate and oversee program. Carsten is offering his help!!

**DK**:  
- Carsten will get the teams link up and running and create a website. + sharing the templates.

**NO:**   
- Which platform? How do we write the final report?   
- Google or Microsoft? Which program is better to co-write.

**DK**: Decides:  
Platform: Teams  
Program: office package.

The most important thing in the risk-part; keep up with the program, stick to the contract or it might mean have influence on your grant.  
If there is a disagreement, it will be put to vote.

**Day 2**

**All countries:** Signing of the documents, participation list.

**DK**: Any comments for Gantt/ dates?  
🡪 none

**All countries**:   
- Brainstorm for LTT C1 in DK (and maybe LTT C2 in Estonia).

**LTT C1 – DK (Good practice) – may/June**  
- The teachers/representative will present their findings  
- Each country will make a video/screencast for   
- Tour of Mercantec  
- Internal/external keynote speakers – on digitalization   
- Each teacher will present their LMS (learning managemt system).   
🡪 pros/ cons of each platform. Compare the tools. Which difficulties did you encounter.   
🡪 Legal/ GDPR   
🡪 The important things are the good practice. Never mind the platform!!  
- Which things worked out, which things didn’t work out.   
- Reflection and discussion of the experiences that we gained during the lockdown, and how will we implement these in future, traditional teaching.  
- 2-3 templates of good practices from each country.

**NO**:   
- Could the teachers create a simple form (or something else – yes/no answers), to analyze their own “good practice”?

**DK**:  
- Could the teachers reflect …

**EE**:   
- Teachers reflect on their classes every day. When they get together, there will be a natural reflection.

**NO/EE**:  
- If we get written results after every TM/WP/LTT, it will be easier to form the final report I 2024

**IT:**   
- Could it be possible to use SAMR-model? Maybe introduce it at LTT C1 in Viborg, by the it-consultant/ maybe by head of the IT-department, John.

**DK**:   
- a general evaluation/ questionnaire after each LTT. This will provide a common thread during the project – no matter change in teachers, staff etc.) Also, it will provide material for the final report.

**EE/ES**:   
- Online survey

**NO**:   
- Evaluate and change the content of the survey.

**DK**:  
- Will work out an agenda and think of a schedule out to the partners.

**ES**:  
- Could every LTT start with some teambuilding/ get together

**LTT C2 – Estonia (Social inclusion) – 24-28.10**

- 5 students + 1 teacher from each country  
- 1.st: teambuilding and touring

**DK**:   
- It’s important that the accompanying teacher will be a facilitator – not just a travel companion.   
- Maybe an outline of the teacher’s tasks during the week.  
- Estonia will probably bring more students.

**IT**:  
- A list of activities for the students, so they can practice – maybe?

**EE**:  
- Please bring students with B1 in English.

DK:  
- Share the details of travel, and maybe arrange airport pick up together.

**All countries**:  
- 1-5 questions: students work  
- 6-8 questions: teachers/reflections  
Outcome: written by students ?

**EE**:   
- Each group will get the same topic and computer. Then they will produce a presentation for the other groups  
- In between presentations, they will do sporting actives

**ES/EE**:  
- could they use a SOME to present their findings?  
- It would be fun for them, and the presentations will be different.

**Overall plan**

🡪 WP1: 11.03 2022 – 23.05 2022

**LTT C1 – Viborg, DK – 30.05 – 03-06 2022**

**TM2 – Rakvere, Estonia - 07-09.09 2022**

🡪 WP2: 09.09 2022– 14.10 2022

**LTT C2 – Rakvere, Estonia – 24-28.10 2022**  
- 5 students, 1-2 teachers (facilitators)

**TM3 – Alcoy, Spain – 11.12- 13.12 2022**

🡪 WP3: 13.12 2022 – 17.02 2023

**LTT C3 – Alcoy, Spain – 27.02-03.03 – 2023**

**TM4 – Italy – 24.05-26.05 2023**

**🡪** WP4: 29.05 2023-15.09 2023

**LTT C4 – Italy – 25.09 – 29.09.2023**

**TM5 – Norway – 10.12 – 12.12 2023**

**🡪** WP5: 13.12 2024 – 25.02 2024

**LTT C5 – Norway – 26.02 – 01.03 2024**

**TM6 – Viborg – 28.04-30.04 2024**