



Project title: “BYOD-Learning: Learning at Any Time, at Any Place via any Device”

Reference number: 2021-1-PL01-KA220-SCH-000034458

Implementation period: January 2022 – December 2023

Kick-off Meeting (TPM1)

28 February – 1 March 2022

Venue of meeting: Novotel Krakow City West

Address: Armii Krajowej 11, 30-150 Kraków, Poland

Meeting Room: “Jordan” Conference room - Level 0
or Online

Topic: BYOD kick-off meeting-Krakow Time: 28 February 2022, 12:30 – 18:00 01 March 2022, 09:00 – 12:00
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Agenda

Sunday, 27 February 2022		
Time (CET)	Action	Presenter – Comments
All day	Arrivals	ALL
Monday, 28 February 2022		
Time (CET)	Action	Presenter – Comments
12:30 – 14:00	Joint Lunch at the Novotel Krakow City West Hotel	Offered by host PUC
14:00 – 14:30	Meeting Starts P0. Pedagogical University of Krakow (PUC) – Poland P1. Doukas School- Greece P2. AMETA – North Macedonia P3. Cyprus Mathematical Society (CYMS) – Cyprus P4. 5 OU Ivan Vazov - Bulgaria P5. SKYBRIDGE - Greece P6. Plovdivski University- Bulgaria P7. I.E.S. ARCEBISPO XELMIREZ II – Spain	Welcome by the host, Tomasz Szemberg Short introduction/presentation by each partners organization and a few words for the participants self.
14:30 – 15:30	Discussion of Outputs - Progress of R1 (European Platform of Video Lessons hosting videos accessible by teachers, students at any time and any place and through any	R1 Leader: P0-PUK-PL E-platform and mobile application will

	<p>device applying an approach of BYOD (Bring Your Own Device)</p> <ul style="list-style-type: none"> - R1.A1. Design and programming of the interface <p>Discussion / Decisions</p>	be created by Skybridge
15:30 – 16:30	<p>Discussion of Outputs Action Plan for R2 (Methodology and specifications for the design of the video lessons and set of digital tools and guidance on the digitalisation of the educational content to facilitate the learning process.</p> <p>Discussion / Decisions</p>	<p>R2 Leader: P6-Plovdivski University, BG</p> <p>(Skybridge is responsible for design of the interface)</p>
16:30– 16:45	Coffee Break	(Bring sweets from home)
16:45 – 17:15	<p>Discussion of Outputs Action Plan for R3 (Training course for supporting teachers and educators to digital transformation through development of digital readiness, resilience and capacity in mathematical education.</p> <p>Discussion / Decisions</p>	<p>R3. Leader: P3-Cyprus Mathematical Society, CY</p> <p>Co-leader: P2-AMETA, MKD</p>
17:15 – 18:00	<p>Presentation and Discussion of the:</p> <ul style="list-style-type: none"> - Quality Assurance Plan, - The Risk Management Plan, - The Quality Assurance Statement and - The Indicators spreadsheet <p>Formation of the project Quality Assurance committee</p>	<p>P2. AMETA (Leaders of Quality Assurance)</p>
	Day 1 TO DO LIST	

19:00	Joint Dinner at the Novotel Krakow City West Hotel	Offered by host PUC
Tuesday, 1 March 2022		
Time (CET)	Action	Presenter – Comments
9.00 – 9.45	Presentation and Discussion of the: <ul style="list-style-type: none"> - Dissemination Spreadsheets, - Dissemination Strategy and Plan, - Flyers, provide promotional content ideas, social media etc 	P5. SKYBRIDGE (Leaders of Dissemination)
9:45 – 10:00	Project image development: Project logo (to be approved during the meeting) Web design structure (www.byod-learning.eu) Facebook Page creation	P1(PUC) and P3 (CyMS)
10:00 – 12:00	FINALIZATION OF DOCUMENTS & PLANNING: <ol style="list-style-type: none"> 1. Management and Reporting 2. Partnership Agreements to be signed 3. Quality Assurance Plan 4. Quality assurance statement (<u>Signed by all partners</u>) 5. Risk & Contingency plan 6. Indicators and monitoring 7. Dissemination plan, web site 8. Promotion activities and tools (<u>4 newsletters</u>, Press Releases etc.) 9. Evaluation of TPM1 10. Planning next Online meeting 11. Planning meeting 2 in Bulgaria (September 2022) 12. Project's logo 13. Review Management plan/ Workflow 14. TPM1 TO DO LIST 	P1(PUC) and P3 (CyMS) & Partners
12:00 - 12:30	Questions, concerns, clarifications	All
10:30	Coffee during work	

12:30 – 14:00	Optional joint lunch	
	Departures	
Wednesday, 2 March 2022		
Time (CET)	Action	Presenter – Comments
All day	Departures	