|  |
| --- |
| Operational Management Team Meeting - 13 January 2023 (13.30-15.30 CET) |
| Document File Name | OMT\_Agenda\_20230113 |
| Date - Place | 13 January 2023/ Videoconference |
| Minutes | Shamim Patel |
| Dial In Link | Zoom - To be advised |

**Attendance:**

|  |  |  |
| --- | --- | --- |
| Operational Management Team Members | Present | Excused |
| Marcelo MILRAD (Coordinator WP1 / WP4 & LNU)  | x |  |
| Sofia PAPAVLASOPOULOU (WP2 & NTNU) | x |  |
| Christothea HERODOTOU (WP3 / WP8 & OU) | x |  |
| Chronis KYNIGOS (WP5 & NKUA)  | x |  |
| Lieva VAN LANGENHOVE (WP6 & UGent) | x |  |
| Carina GIRVAN (WP7 & TCD)\* |  | x |

|  |  |  |
| --- | --- | --- |
| Guests  | Present | Excused |
| Jake BYRNE (\*proxy/representing WP7 & TCD)  | x |  |
| Filothei CHALVATZA (SIMPLE) - Permanent Guest | x |  |
| Marianthi GRIZIOTI (NKUA) - Permanent Guest | x |  |
| Manolis MAVRIKIS (UCL) - Permanent Guest | x |  |
| Katrien STRUBBE (UGent) - Permanent Guest | x |  |
| Shamim PATEL (Project Manager – LNU) | x |  |

**Agenda**

|  |  |
| --- | --- |
| **OMT: 2023-01-13-#01** | **(i) Welcome (ii) Approval of** [Minutes from OMT Meeting 9 December 2022](https://drive.google.com/file/d/16SzE-WjUXrmO6CStCa5eB_l-es9PIA0H/view?usp=share_link) (iii) **Approval of Agenda** * The minutes of 9 December 2022 OMT meeting from were approved.
* The agenda was approved.
* The meeting was quorate.
 |
| **OMT: 2023-01-13-#02****13.35-13.40** | **Proposal to use ChatGPT/Open AI App to record and transcript OMT Meetings** (MM)* There was no objection to this being tried at future meetings.
* It was asked that manual minutes also be initially produced and compared with ChatGPT minutes. This to check for example that nothing vital was omitted.
 |
| **OMT: 2023-01-13-#03****13.40-14.00** | **Updates from Coordinator & OMT Members** *(Information & Feedback)***Joint Data Controller Agreement** (SP)* All feedback on version 2 is expected to be received by next week.
* A final version for signature is aimed for around the end of January.

**AWS/IT infrastructure update** (MM)* UCL has well established contacts with AWS. MaM has checked, and explained, how this would work with the partnership (and credits) UCL already has with AWS. In the first year it would likely be free with no contract needed. From Year 2, a contract - with possibly LNU, alternatively UCL as lead – would need to be reviewed.
* LNU’s central IT dept will provide support. They may need some initial training with AWS. Sokratis Karkalas (SIMPLE) has knowledge and may be able to help.
* The Platform needs to be in place asap, and before the end of February at the latest for the piloting phase with teachers in Greece.

**DECISION:** If sufficient progress on using free credits has not been made by early February; a contract for ca. 3 years will be entered into by LNU and AWS. **Scientific Board - Remit & Contacting Members** (CK)* CK has contacted both Tilde Bekker (TB) and Barbara Wasson, who together with MaM are members of the Scientific Board.
* Both are happy to be on board.
* CK proposed that they participate partially during the meeting in Athens - either physically or on-line; or alternatively something separate be set up to introduce and initiate their participation in the project, e.g., at UGent which is convenient for TB.

[**Project Calendar**](https://docs.google.com/spreadsheets/d/1D-_5MwkjeprOf9MOKweKgldt_r49FZsb83MDKtCJTSo/edit?usp=share_link) **for Meetings and Activities** (SP). * This was reviewed. It was agreed that a shared Google Calendar would be more user friendly to record all project meetings, workshops, events, etc.

**To Do: All** to fill in [**this excel sheet**](https://docs.google.com/spreadsheets/d/1D-_5MwkjeprOf9MOKweKgldt_r49FZsb83MDKtCJTSo/edit#gid=330773212) (second TAB) with a gmail or other email that can be synced: **When: COB Wed 18 January.** * *Alternatively email MG after this date with the information:**mgriziot@eds.uoa.gr*

[**New Sister Project**](https://drive.google.com/file/d/1EPah7UhhLQccXK8EtgE5ryG8Y7Ftn0Vl/view?usp=sharing) **& Collaboration with** [**All Sister Projects**](https://drive.google.com/drive/folders/1BW54mqUQrP1nhh18CQbpKCxAReMzI_cm?usp=sharing) **(**MM).* Information on the new sister project [AugMENTOR](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/org-details/999999999/project/101061509/program/43108390/details) and our other three sister projects can be found in the linked folder above.
* It has been proposed that the sister projects have a meeting late in early February to discuss collaboration and future impact.
* Proposals from MM include papers in a special issue of a journal, and a position paper for policy makers on a topic relevant for all - such as AI in education.
* It would be checked with the other sister projects if CK and CH (as Dissemination and Exploitation Manager) could also attend the zoom meeting.
 |
| **OMT: 2023-01-13-#04****14.00-14.10** | [**Glossary**](https://docs.google.com/document/d/18dlnshL2xmgOdFMdcE7G2hUm9gz1oyfLot2eaVs62cY/edit?usp=share_link)*linked here and available in WP8 Google Folder* (MG & CH)* Agreed to finalise this at the next OMT meeting and CH to follow it through with a “living” version - or suitable linked URL - on the website.
* Where appropriate terms in the Glossary are to be used in deliverables (e.g., in a Table at the start) to make deliverables more user friendly.

**To Do: All** to review the Glossary and add further terms, as applicable. The author of each term to accept/provide feedback comments suggested by others: **When: Before 10 February OMT meeting.** |
| **OMT: 2023-01-13-#05****14.10-14.20** | **Ethics: *New*** [**WP9 Description**](https://docs.google.com/document/d/1XfRwvnvz2DS-w91O42YeKFADUaYy5yF3/edit?usp=sharing&ouid=106869227590395111863&rtpof=true&sd=true)**, Ethics Board and** [**Ethics Advisor**](https://docs.google.com/document/d/11bPVooIntsqVEchaLLqp-fPeo6GI0CCV/edit?usp=share_link&ouid=106869227590395111863&rtpof=true&sd=true)(CG)* Descriptions of the new WP9, Ethics Board and Ethics Advisor can be found in the WP9 folder.
* CG will organise the 1st meeting of the EB.
* The EB comprises CG (TCD); Johanna Velander (LNU); and Adam Hedgecoe - Independent Ethics Advisor. The composition has been presented to and is fine with our PO.

**To Do: All WP Leaders** should ensure that they have provided input to JB on ethics as previously requested by CG.  |
| **OMT: 2023-01-13-#06****14.20-14.35** | **Interventions Year 1:** [**Pilot School Interventions - Year 1**](https://docs.google.com/spreadsheets/d/1TqFqZDyNDFuSfswzSjWs-N09bLEkYMytZ8hNoDvCeeQ/edit?usp=sharing)**\*** (MG) * The targets are: 100 students, aged 11-18; from March to June 2023:
* All partners (excluding TCD, UCL and SIMPLE in Year 1) should aim to carry out at least one intervention by early June. Otherwise, there is a risk that Year 2 interventions may turn out to be the pilots.
* The pilots are to be done with the existing tools and technology (i.e., without the emerging technologies which will be developed during the project).
* Data and feedback from the pilots are also needed for the evaluation.
* It is stated in the DoA that partners will carry out interventions in all six countries.
* See also slides for WP5 under #10 for further information

**\* To Do: All OMT members/Project Partners to check the proposed “Targets – Plans” tab and “Y1- Pilot“ (tab)** in the link above and ensure that they are (i) OK (or not) with the information proposed on targets by NKUA; and (ii) provide further details, e.g., which schools they plan to involve, in the Y1- Pilot (tab). **When: By 31 January 2023.**Further Notes: * A “flyer” with relevant information was requested for teachers. NKUA to follow through. “[Invitation to Teachers](https://drive.google.com/file/d/1DR7uIMwIEJTZwa3jKem3uEPsExxs-uLM/view?usp=share_link)” produced by OU can be used for reference or in conjunction with this.
* Partners may contact MG and request one-to-one meetings in January to discuss pilots in their own countries.
* Y2 and Y3 tabs, in the linked spreadsheet above, are to be updated later.

 *It is very important to check locally and apply for ethics approvals if needed before the start of any research, e.g., for the pilots, collection/use of data, etc.* *Regulations are different in countries.* *NB: The ExtenDT2 Ethics Board (see #05 above) may be able to advise on the content in applications etc., but cannot itself issue Ethics Approvals.* *See also p162-164, Article 14 in the Grant Agreement and note that the EC may ask for the approvals (summary version in English where applicable) to be submitted at any time.*  |
| **OMT: 2023-01-13-#07****14.35-15.00** | **Deliverables/Interdependencies** (MM/SP) * Interdependencies between the different research WPs 2-7 have been partially discussed above and were also presented and further discussed by WP Leads. This included what has been working fine, risks identified and implications for deliverables. Summaries are presented in the linked slides [here](https://drive.google.com/file/d/19k4GFPoQgsPfW3yVuw9fP_HphuOY-h5I/view?usp=share_link).
* [Quality Control Sheet for Upcoming Deliverables](https://docs.google.com/spreadsheets/d/1wCYFr8Fph4wFUJguQQU7oWT7QTTe8-HlbUToWhOdyBE/edit?usp=sharing) (sheet 1)

Six deliverables are due in M6 (28 February 2022) which may make it problematic to ask the same people to review multiple deliverables.**Action: Each WP Lead** who has a deliverable due should additionally send an email to their proposed reviewers, indicating the (revised) expected timeframe of the deliverable, and agree with the “reviewer” that they are on board - especially if the timeframe is different from that previously agreed within the OMT as below: * Per previous agreed OMT discussions (and further incorporated into the Handbook – See Section 10.3 for full details) the following can be noted:
* The lead author will share a contents page with the WP Lead and reviewers for feedback, and to help ensure nothing essential is omitted.
* One month before due date: The lead author sends the first draft version of the deliverable to the WP Leader and designated reviewers.
* 15 days before due date: The WP Leader and reviewers separately provide their comments to the lead author.
* 7-10 days before due date: The lead author should finalise changes to the deliverable as necessary and submit this version to the CO.
* The CO will do a final check and upload on the participant portal before the final working day of the month.
 |
| **OMT: 2023-01-13-#08** **15.00-15.10** | **Overview of Current Work & Risks** (MM/SP) *(Information/Discussion)*1. **GANTT Chart (ii)** [**Milestones**](https://docs.google.com/spreadsheets/d/1wCYFr8Fph4wFUJguQQU7oWT7QTTe8-HlbUToWhOdyBE/edit#gid=920748960) **due at M6 (sheet 2); Review of** [**Risks**](https://docs.google.com/spreadsheets/d/1wCYFr8Fph4wFUJguQQU7oWT7QTTe8-HlbUToWhOdyBE/edit#gid=1090967139) **(sheet 3)**
* Due to time limitations these will be carried forward for discussion early in the agenda of the next OMT meeting.
 |
| **OMT: 2023-01-13-#09** **15.05-15.10** | **OMT monthly meeting slot up to summer 2023 (& “open” project weekly meeting slot)** * It was agreed to reserve the second Friday of each month (10 February, 10 March, 12 May and 9 June) 13.30-15.30 CE(S)T on Friday afternoons for the monthly OMT meeting\*.

*\*Addendum post meeting (final date changed to 16 June 2023.** There would be no monthly OMT meeting in April due to Easter and a physical meeting having occurred in Athens at the end of March.
* It was agreed to also keep open, where possible in everyone’s calendars “a general open meeting slot” on other Fridays at 13.30-15.30 CE(S)T. This for other (interdependent) project meetings.
 |
| **OMT: 2023-01-13-#10** **15.10-15.25** | **Updates from WP2-WP8** (WP Leaders)* Due to time limitations, there was no time to go through the updates from WP2-WP8. Instead, the updates are shared here on these [slides](https://drive.google.com/file/d/1ziD-O2ziwih0PL28Y3h_GTeCae65uloR/view?usp=sharing).
 |
| **OMT: 2023-01-13-12#11****15.25-15.30** | **Next OMT Meeting & AOB** (All)* The next 2 hour zoom/on-line meeting would be on Friday 10 February 2023 13.30-15.30 CET.

**AOB:** **Feedback/Input requested by COB Wednesday 18 January for:*** [Evaluation Plan](https://docs.google.com/document/d/1zfidjomYLnjtpoN1FXJIgUdhR3UpZdiF/edit)
* [The Co-design Workshop Plan](https://docs.google.com/document/d/1dGxX2XDkqzFyKISfIfpwhOiH0XouCUOd2Tw-Twc5I9o/edit?usp=sharing)
* [The Activity Plan template](https://docs.google.com/document/d/196il90_vZ0iSP8RwwAliwYq4GgsDc_rt/edit)

**Next Physical Project Meeting** * It was agreed that the next physical Project Meeting in Greece be held for three full days from 09.00 Wednesday 29 March to 17.00 Friday 31 March.

**Dissemination Activities** * All kindly reminded to fill in and keep updated the [Dissemination Log spreadsheet](https://docs.google.com/spreadsheets/d/1dY063q-GuIfrVW_eiUMBj-8q0bLWCXnlEecJgtqyY_U/edit?usp=share_link).

 There being no further time the meeting was closed.  |