

Online Transnational Project Meeting Minutes

ALCMAEON

2018-1-ES01-KA203-050606

Date: 27 - 28 April 2020

Venue: Online meeting

Participating partners:

- Universidad Complutense de Madrid (ES)
- Università La Sapienza (IT)
- University of Medicine and Pharmacy Grigore T. Popa (RO)
- EuroEd (RO)
- Aristotle University of Thessaloniki (EL) – Via Skype
- Pixel (IT)
- University of Bristol (UK)

Head of meeting: Emanuele Valenti, University of Bristol (UK)

Minutes' taker: Lorenzo Martellini, Pixel (IT)



Agenda of the Online Transnational Project Meeting

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Work programme

1		Welcome of Participants	UCM and Pixel
2		Adoption of the agenda	Pixel
3		Target Group Involvement: <i>Presentation of the representatives of the target groups involved or planned to be involved</i>	All partners
4		Intellectual Output 1: Training Package in Medical History for Medical Humanities Lecturers	
	4.1	<i>Current situation:</i> <ul style="list-style-type: none"> - <i>mapping curricula</i> - <i>focus group</i> - <i>1st unit of the educational material</i> - <i>2nd unit of the educational material</i> - <i>Questionnaires for students</i> - <i>Delphi analysis</i> 	All partners
5		Intellectual Output 3: Virtual Video Library with Testimonials from Role-model Doctors	
	5.1	<i>Current situation:</i> <ul style="list-style-type: none"> - <i>Doctors to be involved in the video interviews</i> - <i>Production of the video interviews</i> 	EuroED, UCM, Pixel
6		Presentation of the Project Management Activities (PM)	
	6.1	<i>Presentation and analysis of PM1: Coordination of Activities</i> <ul style="list-style-type: none"> o <i>Presentation of the current situation</i> 	Pixel
	6.2	<i>Presentation and analysis of PM2: Dissemination</i> <ul style="list-style-type: none"> o <i>Presentation of the current situation</i> 	Pixel
	6.3	<i>Presentation and analysis of PM3: Exploitation</i> <ul style="list-style-type: none"> o <i>Presentation of the associated partners</i> o <i>Presentation of the exploitation links</i> 	All partners
7		Intellectual Output 2: Collection for Digital Medical Museum	
	7.1	o <i>Presentation of the planned activities and expected results</i>	UCM, Pixel
8		<i>Possibility of extension of the project</i>	All partners
9		<i>Schedule of Future Meetings</i>	Pixel
10		<i>Reminder on Project Deadlines</i>	All partners
11		<i>Any Other Business</i>	All partners



List of Participants

Name and Surname	Sending Organisation
Anca Colibaba	EuroEd (RO)
Andrea Anzanello	Pixel (IT)
Andreea Ionel Cleminte	EuroEd (RO)
Benjamin Herreros Ruiz Valdepenas	Universidad Complutense de Madrid (ES)
Eleni Kalokairinou	Aristotle University of Thessaloniki (EL)
Emanuele Valenti	University of Bristol (UK)
Irina Croitoru	University of Medicine and Pharmacy Grigore T. Popa (RO)
Jonathan Ives	University of Bristol (UK)
Lorenzo Martellini	Pixel (IT)
Maria Caporale	Università La Sapienza (IT)
Richard Bellis	University of Bristol (UK)
Richard Constantinescu	University of Medicine and Pharmacy Grigore T. Popa (RO)
Stefano Eleuteri	Università La Sapienza (IT)

Minutes

1. Welcome to Participants

Lorenzo Martellini from Pixel (EIT) welcomes all the project partners to the online project meeting.

Adoption of the agenda

The meeting agenda is introduced and adopted by all partners.

The Project at a Glance

Involvement of target groups	February 2019 – September 2019
Training package in medical history for medical humanities lecturers	January 2019 – July 2020
Collection for digital medical museum	March 2020 – January 2021
Virtual video library with testimonials from role-model doctors	July 2019 – July 2020
Training Activity	January 2021
Multiplier Events	January 2021

2. Target Group Involvement:

Activity to be carried out

Involvement of target groups:

- 50 among lecturers, doctors and practitioners
- 200 undergraduate medical students

Template and Tools

- PM1.A – Lecturers Information
- PM1.B – Students letter
- PM1.C – Role of the school

Expected Results

Each HEI must select and upload on the project portal at least:

- 10 among lecturers, doctors and practitioners
- 40 undergraduate medical students

Current Results

Partner	Involved Professors	Involved students
UCM	10	45
Uni Iasi	9	47
Uni Roma	11	42
Uni Aristotelio	6	36
UoB	10	0

Deadlines

31 May 2020

Uni Iasi (RO), UniAristotelio (EL), UoB (UK)

Upload on the project portal the information related to the target groups

3. Presentation of the Intellectual Outputs of the ALCMAEON Project

4.1 Intellectual output 1: Training Package in Medical History for Medical Humanities

Lecturers

Actions to be Carried Out

IO1.1) Creation of all templates needed for carrying out the activities	1 January 2019 31 January 2019
IO1.2) Mapping curricula and Identification of a common format	1 February 2019 15 April 2019
IO1.3) Focus group	1 March 2019 15 April 2019
IO1.4) Topic proposal	1 February 2019 31 May 2019
IO1.6) Questionnaire for undergraduate medical students	01 August 2019 31 October 2019
IO1.7) Development of contents of the first unit of the educational material	1 June 2019 31 December 2019
IO1.8) Development of contents of the second unit of the educational material	1 August 2019 31 October 2019

IO1.9) Translation of the Educational Material	1 November 2019 31 January 2020
IO1.10) Piloting phase	1 January 2020 31 May 2020
IO1.11) National Piloting report	1 June 2020 30 June 2020
IO1.12) Piloting report	1 July 2020 31 July 2020

Templates and Tools

Lorenzo Martellini from Pixel (IT) introduces the templates to be used for the production of the intellectual output:

- IO1.A – Mapping curricula
- IO1.B – Focus Group
- IO1.C – Questionnaire for students
- IO1.D – Table of contents of the Educational Material
- IO1.E – Guidelines for the development of the Educational Material
- IO1.F – Piloting Report Guidelines

The templates are presented, discussed, changed and approved. The final version is attached to the minutes.

Expected Results

- 1 Map of Medical Humanities
- 1 focus group with 6-8 participants per country
- Availability of 30 questionnaires per country (collected by the HEIs)

Educational material

- Each HEI has to develop 2 units, but UCM (ES) that has 4, related to a specific historical period.
- For each unit, each HEI should produce:
 - 1 Power Point
 - 1 reading of around 3000 – 4000 words
 - 1 formative evaluation questionnaire with 5 open-ended questions
 - 1 summative evaluation questionnaire with 10 multiple-choice questions

Piloting phase:

- 1 experiment group of 15-20 medical students using the developed educational material
- 1 control group of 15-20 medical student using the traditional material
- Piloting phase report (UCM)

Current Results

Partner	Mapping	Focus group material	1 st unit educational material	2 nd unit educational material
UCM 1	OK	OK	OK	OK
UCM 2			Missing	Missing
<u>Uni Iasi</u>	OK	OK	OK	OK
<u>Uni Roma</u>	OK	OK	OK	OK
<u>Uni Aristotelio</u>	OK	OK	OK	Missing
<u>UoB</u>	Missing	Missing	OK Case scenario missing	OK Case scenario missing

Partner	Questionnaire XLS	Students involved in the DELPHI analysis
UCM	OK	Missing
<u>Unilasi</u>	OK	Missing
<u>UniRoma</u>	OK	OK
<u>UniAristotelio</u>	OK	Missing
<u>UoB</u>	Missing	Missing

Deadlines

- 15 May 2020**
 UniAristotelio (EL)
 Development of contents of the second unit of the educational material
- 15 May 2020**
 UCM (ES), UoB (UK)
 Development of contents of the 2 units of the educational material
- 31 May 2020**
 UoB (UK)
 Focus group and file.xls on the results of the questionnaires for students
- 31 May 2020**
 HEIs
 Review of 2 Educational Material per partner
- 15 June 2020**
 UCM
 Put comments on all 12 units and send back to the authors (if needed)



- **30 June 2020**

UoB (UK)
Mapping curricula

- **30 June 2020**

HEIs
Proposal of final version of the educational material in accord to the comments received

- **15 July 2020**

UCM
Final version

- **30 September 2020**

UoB (UK)
Proofreading

- **30 September 2020**

All HEIs
Translation of the of the Power Point Presentation of the training material

- **30 September 2020**

All HEIs
Provide list of 10 students with good level of English with email addresses to carry out a qualitative assessment of the training package

- **30 December 2020**

UoB (UK)
Send a report related to the qualitative assessment

4.2 Intellectual output 2: Collection for Digital Medical Museum

Lorenzo Martellini from Pixel (IT) presents the overview of the activities to be carried out in the framework of the Intellectual Output 2.

Actions to be Carried Out

IO2.1) Creation of all templates needed for carrying out the activities	01 March 2020 31 March 2020
IO2.2) List of objects	1 May 2020 31 May 2020
IO2.3) Description of the contents for the digital collection	1 June 2020

	30 September 2020
IO2.4) Uploading of the contents on the portal	1 October 2020 31 October 2020

Templates and Tools

- IO2.A – Map
- IO2.B – Objects List
- IO2.C – Digital objects

Expected Results

- An interactive map that connects the developed educational contents with the objects of the digital collection
- Availability of 40-50 objects (8-10 per HEI) selected by the partners that will be upload on the digital platform
- Development of objects’ labels to describe their characteristics

Deadlines

- **31 May 2020**
All HEIs
Propose a list of objects to be included in the digital collection:
 - Name of the object
 - Place of the object
 - Didactic unit connected
- **31 July 2020**
All HEIs
Description of 4-5 objects
- **30 September 2020**
All HEIs
Description of 8-10 objects and provide at least 1 picture for each object

6.3 Intellectual output 3: Virtual Video Library with Testimonials from Role-Model Doctors

Emanuele Valenti from Pixel (IT) presents the overview of the activities to be carried out in the framework of the Intellectual Output 3.

Actions to be Carried Out

IO3.1) Creation of all templates needed for carrying out the activities	1 July 2019 - 31 July 2019
IO3.2) Identification of doctors and students	1 July 2019 - 31 July 2019
IO3.3) Development of the scripts	1 August 2019 - 30 September 2019
IO3.4) Development of the videos	1 October 2019 - 31 May 2020
IO3.5) Editing of the videos	1 April 2020 - 31 July 2020

Templates and Tools

- IO3.A – Guidelines to shoot a video (TBD by EuroED)
- IO3.B – Guidelines' interview (TBD)

Expected Results

A collection of videos with doctors and medical lecturers showing the role of history linked to the medical profession.

Availability of 4 video interviews (1 per thematic area) per HEI, including:

- The presence of 1 doctor, 1 student and 1 interviewer
- The presentation of archive material
- The description of objects and contents from the digital collection of IO2

Current situation

Partner	Participants
UCM	4
<u>Uni Iasi</u>	4
<u>Uni Roma</u>	3
<u>Uni Aristotelio</u>	0
<u>UoB</u>	4

Partner	Raw material of the video	Script for subtitles	Final version of the video
UCM	0	0	0
<u>Uni Iasi</u>	3	3	3
<u>Uni Roma</u>	1	0	0
<u>Uni Aristotelio</u>	0	0	0
<u>UoB</u>	0	0	0

Deadlines

- **15 May 2020**

All HEIs, but UoB (UK)

Identification of 1 doctor per each of the 4 videos

- **31 October 2020**

All HEIs

Sending of raw videos and documents related to 1 video

- **30 November 2020**

All HEIs

Sending of raw videos and documents related to 1 more video

- **31 January 2021**

All HEIs

Sending of raw videos and documents related to 2 more videos

- **31 March 2021**

EuroEd

Editing of the videos and upload of the videos on YouTube and on the portal

4. Presentation of project's events

Lorenzo Martellini from Pixel (IT) presents the events which are foreseen in project.

7.1 Multiplayer events (ME)

Actions to be Carried Out

Organisation of a final conference in Madrid

Organisation of a 4 dissemination events at national level in:

- Greece
- Italy
- Romania
- United Kingdom

Templates and Tools

- ME.1 - Multiplier Event Form
- ME.2 - Programme Template
- ME.3 - List of Participants Template
- ME.4 - Minutes form

Expected Results

- **1 Multiplier Event per Country**

involvement of 20 lecturers, doctors, researchers and medical students

- **Project Final Conference:**

involvement of 40 participants among lectures, doctors, researchers, medical students, policy makers and museum staff

Deadlines

31 January 2021

All HEIs (except UCM)

Sending of documents related to the multiplier events

31 January 2021

UCM (ES)

Sending of documents related to the final conference

7.2 Training Activity

Actions to be Carried Out

- Topics: Innovation in Medical Humanities Teaching
- Participants: 2 members of the staff per each school
- Period: January 2021
- Duration: 7 days (including 2 travelling days)
- Certification: ECTS credits according to the duration of the training course

Templates and Tools

- TA.1 – Training Activity Register
- TA.2 – Programme
- TA.3 – Certificate
- TA.4 – Contents for the Mobility Europass
- TA.5 – Training Activity Participants Profile
- TA.6 – Training Activity Report

Deadlines

30 September 2020

UCM (ES), Pixel (IT)

Definition of the:

- Training Programme
- Certificate for the participants
- Contents for the Europass

30 November 2020

HEIs:



- Identify 2 participants in the training activity
- Contact the National Europass Centre to activate the Europass Mobility for each participant

January 2021

UCM (ES)

Delivery of the Training Activity

31 January 2021

UCM (ES)

Sending to Pixel of supporting documents (Report on the training activity, Register of participants, Programme, Certificates)

31 January 2021

HEIs

Sending to Pixel of supporting documents: copies of the Europass certificates, description of the participants' profiles and selection methodology.

5. Presentation of the Project Management Activities (PM)

The project Management includes 4 different activities:

- Coordination of activities
- Dissemination
- Exploitation
- Quality and monitoring Plan

8.1 Presentation and analysis of PM1: Coordination of Activities

Activities to be carried out

- Attendance to the partners meeting
 - 1st Meeting: Florence (IT) 11-12 February 2019
 - 2nd Meeting: Thessaloniki (EL), 12-13 September 2019
 - 3rd Meeting: Online, 27 – 28 April 2020
 - 4th Meeting: Online, 29 – 30 November 2020
 - 5th Meeting: Bristol (UK), ???? 2021
 - 6th Meeting: Madrid (ES), ???? 2021
- Production of project reports

Template and Tools

- PM1.D – In progress activities reports
- PM1.E – Financial Manual
- PM1.F – Financial Forms
- PM1.G - Template of Mobility Declaration

Expected Results

Reports

Production of:

- Three months period online Activities Reports
- Yearly Financial Report

Current Situation

Partner	Online activities report
UCM (ES)	31 March 2020
<u>Uni Aristotelio</u> (EL)	30 September 2019
Pixel (IT)	31 March 2020
<u>Uni Roma</u> (IT)	31 March 2020
<u>UoB</u> (UK)	03 February 2020 (missing IO3 and PM)
<u>EuroEd</u> (RO)	31 March 2020
<u>Uni Iasi</u> (RO)	31 March 2020

Deadlines

15 May 2020

AUTh (EL), UoB (UK)

Update online activity reports up to 31 March 2020

All partners

Every three months (30 June 2020, 30 September 2020, 31 January 2021)

- Production of Activities Report Forms

15 February 2021

All partners

Financial Report

8.3 Project Management: PM2 – Dissemination

Lorenzo Martellini explains the aim of dissemination events making examples of the main events that can be considered under dissemination purposes.

Activities to be carried out

- Development and translation of project brochures
- Organization of at least 1 dissemination events on the project every month

- Creation of a Facebook page
- Production of the best practice dissemination report
- Production of transnational dissemination report

Template and Tools

- Template: PM2.A – In progress dissemination reports
- Template: PM2.B – How to write the Best Practice Dissemination Report

Expected Results

- Project Brochure in all partners languages
- Database of dissemination events on the portal
- Facebook Page
- National Best Practice Dissemination Report
- Transnational Dissemination Report

Current Situation

Partner	Dissemination events
UCM (ES)	13
<u>Uni Aristotelio</u> (EL)	5
Pixel (IT)	55
<u>Uni Roma</u> (IT)	15
<u>UoB</u> (UK)	0
<u>EuroEd</u> (RO)	52
<u>Uni Iasi</u> (RO)	14

Deadlines

- **Every three months (30 June 2020, 30 September 2020, 31 January 2021)**
All partners
Upload of 1 dissemination events per month
- **15 January 2021**
All partners
Final Best Practice Dissemination Report

8.4 Project Management: PM3 - Exploitation

Lorenzo Martellini explains the aim of the exploitation which is to ensure that the project will continue after the funding period and that the intellectual outputs will be used by the end users in the future.

In order to achieve this objective the partners will promote the portal and the intellectual outputs through link on educational web sites. Partners will also involve associate partners that will give their support in the dissemination of the project intellectual outputs with their network of contacts.

Actions to be Carried Out

- Involvement in the project of associated partners
- Collection of exploitation links

Template and Tools

- PM3.A - Associated Partner Letter
- PM3.B - Associated Partner Information
- PM3.C – Exploitation links

Lorenzo Martellini presents the Template and Tools and the partners approve them.

Expected Results

- Involvement of 6 associated partners
- Collection of 6 exploitation links

Current Situation

Partner	Exploitation Links	Associated Partners
UCM (ES)	1	4
<u>Uni Aristotelio</u> (EL)	1	2
<u>Uni Roma</u> (IT)	2	1
UoB (UK)	0	0
EuroEd (RO)	5	3
Uni Iasi (RO)	1	2

Deadlines

- **15 May 2020**
HEIs
 - Involvement of 3 associated partners
 - Collection of 3 exploitation links
- **15 January 2021**
All Partners
 - Involvement of a total number of 6 associated partners
 - Collection of a total number of 6 exploitation links

8.5 Presentation and analysis of PM4: Quality and Monitoring Plan

Lorenzo Martellini from Pixel (IT) presents the idea under the current Activity.

Actions to be carried out

- Collection of testimonials
- Production of testing evaluation report
- Production of transnational evaluation report

Template and Tools

- PM4.A – Quality Plan
- PM4.B – Project Meeting Evaluation Questionnaire (partners)
- PM4.C – Project Evaluation Questionnaire (partners)
- PM4.D – End Users’ Evaluation Questionnaires for Intellectual Outputs (end users)
- PM4.E – Tool for questionnaires analysis
- PM4.F – How to write the Evaluation Report on Intellectual Outputs

Expected Results

- 3 issues of the Quality Plan
- 6 testimonials per country
- 20 evaluation questionnaires per country
- 1 Testing Evaluation Report per country

Deadlines

30 September 2020

All Partners (one report per country)

- Collection of 6 testimonials
- Collection of 20 evaluation questionnaires
- Sending of evaluation report on the IOs

6. Calendar of Activities and Reminder on Project Deadlines

Lorenzo Martellini from Pixel (IT) presents all the deadlines foreseen for the project. It is agreed that all the partners have a week in order to propose changes to deadlines. The reviewed calendar of activities and calendar of deadlines will be enclosed to the meeting minutes as annexes.

7. Any Other Business

Since there are no further matters for discussion, Lorenzo Martellini from Pixel (IT) thanks all participants for attending the meeting and he then declares the end of the meeting.

8. Meeting Evaluation

Lorenzo Martellini from Pixel (IT) asked the partner to fill out an online evaluation form that will be used to report their impressions on the first meeting.

Annexes:

- Annex 01 - Project's presentation
- Annex 02 - Calendar of deadlines
- Annex 03 - IO2.B - Object List
- Annex 04 - IO2.C - Digital object
- Annex 05 - Peer Review