Online Transnational Project Meeting Minutes

ALCMAEON

2018-1-ES01-KA203-050606

Date: 27 October 2020

Venue: Online meeting

Participating partners:

- Unversidad 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), Lorenzo Martellini, Pixel (IT)

Minutes' taker: Andrea Anzanello, 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: - *Current situation*	Pixel
4		Intellectual Output 1: Training Package in Medical History for Medical Humanities Lecturers	
	4.1	*Current situation:* - *Methdology and Mapping report* - *Translation of the Educational Material* - *Qualitative Assessment*	Pixel
5		Intellectual Output 2: Digital Museum	
	5.1	- *List of objects* - *Next activities*	All partners
6		Intellectual Output 3: Virtual Video Library with Testimonials from Role-model Doctors	
	6.1	*Current situation:* - *Doctors to be involved in the video interviews* - *Production of the video interviews*	All partners
7		Presentation of the Project Management Activities (PM)	
	7.1	*Presentation and analysis of PM1: Coordination of Activities* o *Schedule of future meetings* o *Presentation of the current situation*	Pixel
	7.2	*Presentation and analysis of PM2: Dissemination* o *Presentation of the current situation*	Pixel
	7.3	*Presentation and analysis of PM3: Exploitation* o *Presentation of the associated partners* o *Presentation of the exploitation links*	All partners
7		Intellectual Output 2: Collection for Digital Medical Museum	
	7.1	o *Presentation of the planned activities and expected results*	UCM, Pixel
8		Reminder on Project Deadlines	All partners
9		Any Other Business	All partners
10		Meeting and project evaluation	

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	Unversidad Complutense de Madrid (ES)
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)
Niki Papavramidou	Aristotle University of Thessaloniki (EL)
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 – December 2020
Collection for digital medical museum	March 2020 – December 2020
Virtual video library with testimonials from role-model doctors	July 2019 – March 2021
Training Activity	April 2021
Multiplier Events	May 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	11	47
Uni Roma	11	42
Uni Aristotelio	6	36
UoB	10	33

Deadlines

6 November 2020
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

3.1 Intellectual output 1: Training Package in Medical History for Medical Humanities Lecturers

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	1st unit educational material	2nd unit educational material	Questionnaire XLS
UCM 1	OK	OK	OK	OK	OK
UCM 2			OK	OK	OK
Uni Iasi	OK	OK	OK	OK	OK
Uni Roma	OK	OK	OK	OK	OK
Uni Aristotelio	OK	OK	OK	OK PPT missing	OK
UoB	OK	OK	OK	OK	OK

Deadlines
- **6 November 2020**

UCM (ES)

Report mapping and Methodology Educational Material

- **9 November 2020**

UCM (ES)

Send the email/questionnaire for students

- **18 November 2020**

All HEIs

Send the results of the piloting with students in class or via assessment of documents

- **31 December 2020**

UoB (UK)

Send a report related to the qualitative assessment

- **15 January 2021**

All HEIs

Translation of the Power Point Presentation of the training material

3.2 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.

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

Current results

Partner	List of objects	Number of objects
UniThessaloniki (EL)		
UCM (ES)		
UniRoma (IT)	OK	9
Unilasi (RO)	OK	51
UoB (UK)	OK	10

Deadlines

- **15 November 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

- **4 December 2020**

All HEIs

Description of 4-5 objects

- **15 December 2020**

All HEIs

Description of 8-10 objects and provide at least 1 picture for each object

3.3 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.

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
Uni Iasi	4
Uni Roma	3
Uni Aristotelio	0
UoB	4

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

Deadlines

- **6 November 2020**
All HEIs, but UoB (UK)

Identification of 1 doctor per each of the 4 videos

- **30 November 2020**

All HEIs

Sending of raw videos and documents related to 1 video

- **31 December 2020**

All HEIs

Sending of raw videos and documents related to 1 more video

- **28 February 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.

4.1 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 May 2021
All HEIs (except UCM)
Sending of documents related to the multiplier events

31 May 2021
UCM (ES)
Sending of documents related to the final conference

4.2 Training Activity

Actions to be Carried Out
- Topics: Innovation in Medical Humanities Teaching
- Participants: 2 members of the staff per each school
- Period: 19 – 23 April 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
31 January 2020
UCM (ES), Pixel (IT)
Definition of the:
- Training Programme
- Certificate for the participants
- Contents for the Europass

28 February 2020
HEIs:
- Identify 2 participants in the training activity
- Contact the National Europass Centre to activate the Europass Mobility for each participant

19 – 23 April 2021
UCM (ES)

Delivery of the Training Activity

30 April 2021
UCM (ES)
Sending to Pixel of supporting documents (Report on the training activity, Register of participants, Programme, Certificates)

30 April 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

5.1 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 October 2020
  - 5th Meeting: Online, 15 January 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			
	IO1	IO2	IO3	PMI
UCM (ES)	TBU	TBU	TBU	TBU
Uni Aristotelio (EL)	TBU	TBU	TBU	TBU
Pixel (IT)	OK	OK	OK	OK
Uni Roma (IT)	OK	OK	OK	OK
UoB (UK)	TBU	Missing	Missing	Missing
EuroEd (RO)	OK	OK	OK	OK
Uni Iasi (RO)	OK	OK	OK	OK

Deadlines

6 November 2020
AUTh (EL), UoB (UK), UCM (ES)
Update online activity reports up to 30 September 2020

All partners
Every three months (30 June 2020, 30 September 2020, 31 January 2021)
   −   Production of Activities Report Forms

15 June 2021
All partners
Financial Report

5.3 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 disseminations 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
Uni Aristotelio (EL)	5
Pixel (IT)	59
Uni Roma (IT)	15
UoB (UK)	9
EuroEd (RO)	52
Uni Iasi (RO)	15

Deadlines
- **Every three months (30 December 2020, 31 March 2021, 31 May 2021)**

All partners
Upload of 1 dissemination events per month

- **15 May 2021**

All partners
Final Best Practice Dissemination Report

5.4 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 trough 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
Uni Aristotelio (EL)	1	2
Uni Roma (IT)	2	1
UoB (UK)	0	0
EuroEd (RO)	5	3
Uni Iasi (RO)	1	2

Deadlines
- **13 November 2021**

  HEIs
  - Involvement of 3 associated partners
  - Collection of 3 exploitation links

- **15 May 2021**

  All Partners
  - Involvement of a total number of 6 associated partners
  - Collection of a total number of 6 exploitation links

5.5 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

31 May 2021
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