



Project number: 2018-1-ES01-KA203-050606

## Online Transnational Project Meeting Minutes

ALCMAEON

2018-1-ES01-KA203-050606

**Date:** 15 January 2021

**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), Lorenzo Martellini, Pixel (IT)

**Minutes' taker:** Andrea Anzanello, Pixel (IT)



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## Agenda of the Online Transnational Project Meeting

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<b>Date:</b>	15 January 2021
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### Work programme

1		Welcome of Participants	UCM and Pixel
2		Adoption of the agenda	Pixel
3		Impact of Covid-19 on the project budget and Spanish NA feedback on the Progress Report	All Partners
4		Target Group Involvement: - <i>Current situation</i>	Pixel
5		Intellectual Output 1: Training Package in Medical History for Medical Humanities Lecturers	
5.1		<i>Current situation:</i> - <i>Qualitative Assessment and Report</i> - <i>Translation of the Educational Material</i>	Pixel
6		Intellectual Output 2: Digital Museum	
6.1		- <i>List of Digital Objects</i>	Pixel
7		Intellectual Output 3: Virtual Video Library with Testimonials from Role-model Doctors	
7.1		<i>Current situation:</i> - <i>Video interviews</i>	Pixel
8		Presentation of the Project Management Activities (PM)	
8.1		<i>Presentation and analysis of PM1: Coordination of Activities</i> o <i>Schedule of future meetings</i> o <i>Presentation of the current situation</i>	Pixel
8.2		<i>Presentation and analysis of PM2: Dissemination</i> o <i>Presentation of the current situation</i>	Pixel
8.3		<i>Presentation and analysis of PM3: Exploitation</i> o <i>Presentation of the associated partners</i> o <i>Presentation of the exploitation links</i>	Pixel
9		Reminder on Project Deadlines	Pixel
10		Any Other Business	All partners
11		Meeting 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)
Elisabetta Delle Donne	Pixel (IT)
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.

### Budget presentation

Lorenzo Martellini from Pixel (IT) presented the budget in relation of Multiplier Events and Training Activity highlighting all the possibilities in case the partners will not be able to organise them.

The partner agreed to send an official email to Pixel (IT) and UCM (ES) with their feedback on the aforementioned events by 31 January 2021.

### The Project at a Glance

Involvement of target groups	February 2019 – September 2019
Training package in medical history for medical humanities lecturers	January 2019 – March 2021
Collection for digital medical museum	March 2020 – January 2021
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
<a href="#">Uni Iasi</a>	11	47
<a href="#">Uni Roma</a>	11	42
<a href="#">Uni Aristotelio</a>	10	41
<a href="#">UoB</a>	38	23
<b>TOT</b>	<b>80</b>	<b>198</b>

### Deadlines

#### 31 January 2021

*UCM (ES)*

Upload on the project portal the information related to [UCM students](#)

### 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	1 <sup>st</sup> unit educational material	2 <sup>nd</sup> unit educational material	Questionnaire XLS
UCM 1	OK	OK	OK	OK	OK
UCM 2			OK	OK	OK
<u>Uni Jasi</u>	OK	OK	OK	OK	OK
<u>Uni Roma</u>	OK	OK	OK	OK	OK
<u>Uni Aristotelio</u>	OK	OK	OK	OK	OK
<u>UoB</u>	OK	OK	OK	OK	OK

**Deadlines**

- **31 January 2021**

UCM (ES)

Send a report related to the piloting

- **15 February 2021**

All HEIs

Translation of the Power Point Presentation of the Teaching Material

- **31 March 2021**

All HEIs

Translation of the Readings of the Teaching Material

- **15 May 2021**

UCM (ES)

Report mapping and Methodology Educational 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	Number of objects	Object Description
UniThessaloniki (EL)	10	10
UCM (ES)	10	5
UniRoma (IT)	10	10
Unilasi (RO)	51	20
UoB (UK)	10	4
Totals		<b>49</b>

#### Deadlines

- **31 January 2021**

UoB (UK), UCM (ES), Unilasi (RO)

Description of the objects and provide at least 1 picture for each object

- **15 February 2021**

Pixel (IT), UCM (ES)

Creation of a document explaining how to use the material of the Alcmaeon project

### 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
<u>Uni Iasi</u>	4
<u>Uni Roma</u>	4
<u>Uni Aristotelio</u>	4
<u>UoB</u>	4

Partner	Raw material of the video	Script for subtitles	Sent to EuroEd	Final version of the video
UCM	2/4	0/4	2/4 (Missing scripts)	0
<u>Uni Iasi</u>	7/7	7/7	7/7	7/7
<u>Uni Roma</u>	2/4	2/4	1/4	0
<u>Uni Aristotelio</u>	2/4	2/4	2/4	0
<u>UoB</u>	2/4	4/4	2/4	0



#### **Deadlines**

- **21 January 2021**

UCM (ES)

Sending of documents related to 2 videos

- **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
  - 1<sup>st</sup> Meeting: Florence (IT) 11-12 February 2019
  - 2<sup>nd</sup> Meeting: Thessaloniki (EL), 12-13 September 2019
  - 3<sup>rd</sup> Meeting: Online, 27 – 28 April 2020
  - 4<sup>th</sup> Meeting: Online, 29 October 2020
  - 5<sup>th</sup> Meeting: Online, 15 January 2021
  - 6<sup>th</sup> Meeting: Madrid (ES), week 24-29 May 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

#### 20 January 2021

UCM (ES), UniAristotelio (EL), UoB (UK)

Update online activity reports up to 31 December 2020

#### All partners

Every three months (31 March 2021, 31 May 2021)

- Production of Activities Report Forms

#### 31 January 2021

All partners

Give feedback to Pixel on the feasibility of organising ME and participation in the TA

#### 15 April 2021

All partners

Give feedback to Pixel on the budget related to TPM

#### 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 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)	68
<u>Uni Roma</u> (IT)	15
<u>UoB</u> (UK)	11
<u>EuroEd</u> (RO)	68
<u>Uni Iasi</u> (RO)	17
TOT	197

#### Deadlines

- **Every three months (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
- **31 May 2021**  
All partners  
Increase the number of posts on the Alcmaeon Facebook page

#### 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 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
<a href="#">Uni Aristotelio (EL)</a>	1	2
<a href="#">Uni Roma (IT)</a>	2	1
<a href="#">UoB (UK)</a>	1	5
<a href="#">EuroEd (RO)</a>	5	3
<a href="#">Uni Iasi (RO)</a>	1	2
TOT	11	17

### Deadlines

- **31 January 2021**  
UCM (ES) and UniAristotelio (EL)  
Add exploitation link on their institution's website
- **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 templates to be used by the partners to carry out the evaluation of the project.

### 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.

### **Annexes:**

Annex 01 - Project's presentation

Annex 02 - Calendar of deadlines