Minutes of the PMB 2nd Meeting SMARTEL

ZOOM Apllication – Monday, 17th May 2021

Project Management Board meeting started at 2 p.m. using the ZOOM video conferencing system. The following members of the SMARTEL project participated the meeting:

- Siniša Ilić - coordinator, Nenad Jovanović, Saja Kosanović and Branimir Jakšić from University of Mitrovica (UPKM);
- Jelena Đokić and Gabrijela Veličković from International Business College Mitrovica (IBCM);
- Sanja Peković and Sreten Simović from University of Montenegro (UOM-ME);
- Nataša Gospić from University Adriatik Bar (AUB);
- Irena Mladenović, Dajana Vukojević and Jovana Amović from University of East Sarajevo (UES);
- Slobodan Bojanić from Universidad Politecnical de Madrid (UPM);
- Philip Bonanno and Pen Lister from University of Malta (UOM-MA);
- Matevž Pogačnik and Marko Papić of University of Ljubljana (UL);
- Alessia Valenti from CESIE;

1. Management of the activities in the Project Working Packages

The management and the progress of project activities in accordance with the planned timelines and work plan for the next three months has been discussed on the project meeting. The management of activities and work plan has been reviewed by work packages (WP). The following conclusions were drawn.

Work Package 1

The leader of the WP1 - CESIE has drafted the deliverables **D1.1** "Analysis of existing modern distance learning platforms and smart labs models at the Programme countries HEIs", **D1.2**. "Analysis of existing distance learning platforms and smart labs models at the Partner countries HEIs" and **D1.3.** "Comparative analysis of the distance learning platforms and smart labs models at Programme and Partner countries HEIs".

All partners need to review reports and send comments to the WP1 leader by the end of month in order to WP1 leader modify the deliverable accordingly.

The activity **1.4.** "Study visits to the Programme country HEIs" could not to be performed because of the COVID-19 lockdown. Because the results of this activity were needed for start working on activity 2.1 of the WP2, the two days' workshop (27th and 28th April) was held instead, where EU HEIs presented their modern digital learning platforms to the project 's WB HEIs. In this way the activity 1.4 is temporarily omitted, but the needed pre-condition (WB HEIs to get acquainted with modern e-learning platforms used at EU HEIs) is fulfilled.

Work Package 2

In order to perform activities of the WP2: **2.1.** "Defining the user requirements for modern distance learning platforms and smart labs for each partner's HEI" and **2.2.** "Defining new Innovative Pedagogical Approaches and Learning Methodologies to be implemented in teaching using modern multimedia learning platforms and smart labs", the inputs of all relevant stakeholders are needed to get quality user requirements. The user requirements should be formulated after collecting them from the stakeholders: students, technical and academic staff of all WB HEIs.

The participants of the meeting agreed that there are several areas of user requirements:

- one segment is **technical** (infrastructure, implementation, integration, software, hardware, institutional, down to individual user);
- there are user requirements of **learners as users**, meaning: web accessibility & usability;
- there are **pedagogical requirements** – how the learning and teaching should actually be performed, how to tackle student engagement, sketch/define few models of course design and consistency, taking into account the student inclusivity as well;

Also, there are two categories of users: **lecturers** and **students**, therefore two related set of requirements may be defined:

- the **expectations of lecturers**: what is the current state of the art, is it going to be a big technological step for them or gradual, minor change, do they use more or less everything or not at all? How do they perceive this new technology, etc.?
- the **expectations of students**. This information will have implications on the course design. If everybody is familiar to technology, the courses do not need additional activities to get them acquainted with the use of technology and support.

It is all together quite a complex task so the consortium needs to perform the surveys on WB HEIs stakeholders to get this information.

Several sub-activities are needed to be performed to achieve the activity 2.1.

1. There should be the **first online survey** performed for the aforementioned stakeholders of the WB project HEIs (lecturers and students) within the activity **2.1.** It will be based on the questions, proposed by UoM (MT), discussed with UL, approved by UoM (MT). This survey will consist of short, simple questions. There may be more questions, but answering should not take a long time for the respondents. Crucial: in this questionnaire, we are expecting **more respondents** (as many lecturers and students as possible), **but only basic info**.

2. There should be **semi structured interviews or focus groups** within the WB institutions with the lecturers performed. The content for this focus groups will be prepared by WP2 leader UoM (MT) (up to five topics to be discussed). The material, how to perform the focus groups will be prepared by CESIE. Selection of the lecturers should be performed by the WB institutions themselves, only selected lecturers (just a few). The focus group should be recorded, and MoM should be prepared and sent to UoM (MT) for further analysis.

The both surveys should be prepared (the online survey and questions/topics for focused groups) by the end of May and are to be performed during first half of June.

3. UoM (MT) will prepare the common template/form for user requirements by middle July.

4. Each WB HEI will prepare the **User requirements document**, based on this template, outcomes of the survey and held meetings with focus groups (previously the presentations of existing digital e-learning platforms from the Workshop 1 will be shared with the focus groups) by the first week in September. The UL will review submitted user requirements and comment them and WB HEIs will the modify requirements accordingly and submit final versions by the third week in September.

Regarding the activity 2.2., "Defining new Innovative Pedagogical Approaches and Learning Methodologies to be implemented in teaching using modern multimedia learning platforms and smart labs", the input data will come from existing standardized frameworks and instruments, related to teachers' digital competencies, such as: eTwinning ADDIE (digital pedagogical and collaboration competencies used in eTwinning projects), DigCompEdu, UDL, Backwards Design model, etc.

Several sub-activities are needed to be performed to achieve the activity 2.2:

1. More in-depth online survey about pedagogical needs of teachers in WB HEI that will be performed as a continuation of the online survey in D2.1. This survey will be delivered to selected teachers only, unlike in the first survey, where we wish to get as many answers as possible, here, we need more in-depth answers, the number of respondents will be smaller. The survey will be prepared by WP2 lead partner by the end of June, CESIE will assist in instructions, which teachers and how to deliver the survey. This survey needs to be performed in first 10 days of July.

3. CESIE will start drafting D2.2. from the material presented on the workshop and submitted web-links. After drafting, the UoM (MT) and UL will complement the draft also using the results from the survey needed for activity 2.2. Then, the D2.2 will be shared with other partners for commenting. D2.2 should be accomplished by the end of September.

UL will start work on activity 2.3. "Developing the models of distance learning platforms and smart labs with technical specifications based on user requirements" from the first week of September, based on results of D2.1 as the input, and prepare the models by middle of October, when the workshop on acceptance of proposed models will be organised and after that deliverables D2.2 and D2.3 will be subject of the external quality control.

Other activities of the WP2 are not discussed, because they are not planned to be started in the next three months' period.

Work Package 3

Activities of the WP3 are not discussed, because they are not planned to be started in the next 3 months' period.

Work Package 4

Activities of the WP4 are not discussed, because they are not planned to be started in the next 3 months' period.

Work Package 5

The Project Quality Monitoring and Control Board (PQMCB) is currently working on the draft of the D5.1. "Development of the Quality Control Plan'. Draft version is expected to be shared with the project partners for a review in next 3-4 days. Other activities of the WP5 are not discussed, because they are not planned to be started in the next 3 months' period.

Work Package 6

The activity 6.1. "Development and maintenance of the project's website" is implemented; Project web site (https://smartel.pr.ac.rs) is functional from the start of the project and appropriate accounts are created on the social networks. IBCM is in the phase of preparing the dissemination plan that will be shared with project partners as soon as be drafted. The coordinator informed the participants that the project was promoted on the Info Day organised by Kosovo National Erasmus Office at UPKM.

It was agreed to partners hold as many dissemination events live and online (workshops, info days, conferences, ...) as they can, where the logo and poster of the project must be clearly visible. Events must be recorded in the form of photographs and short videos.

Other activities of the WP6 are not discussed, because they are not planned to be started in the next 3 months' period.

Work Package 7

The deliverable 7.1 "Creation of sustainability plan" needs to be drafted by the WP7 leader.

For the activity 7.2. "University-organisation cooperation in Partner countries" it was agreed to WB HEIs start preparing the documents for cooperation agreements to be signed with partners from the industry and between project institutions.

Other activities of the WP6 are not discussed, because they are not planned to be started in the next 3 months' period.

Work Package 8

The activity 8.1. "Kick-off meeting" was implemented. The regular project board meetings (activity 8.2. "Regular Project Management Board meetings") are held according the plan, and activity 8.4. "Day-to-day coordination of project activities" is performing through the emails.

Minutes taken by   Minutes revised by

prof. dr Branimir Jaksic   prof. dr Sinisa Ilic