



AGENDA

ARIS 4th Project Meeting – **Virtual**

Thursday 04 February 2021

Google Meet Link: <https://meet.google.com/brg-fezh-eus>

THURSDAY 04 FEBRUARY 2021 | 10:00 – 14:00 CET

Time / Duration	Topic	Who
10:00 – 10:10	OPENING OF THE MEETING – Official welcome, presentation of the meeting's agenda	BT
10:10 – 10:40	PMI: PROJECT WORK-PLAN REVIEW – Recap and overview of activities implemented up to now – Presentation of main tasks per partner with a focus on the 4 th semester	EXELIA
10:40 – 11:00	O2-T3: DEVELOPMENT OF TRAINER HANDBOOK – Presentation of the Trainer Handbook – Discussion of results	BT
11:00 – 11:20	O2-T4: VET INTEGRATION GUIDELINES – Presentation of the VET integration guidelines report – Discussion of results	ISTC
11:20 – 11:50	O3-T1: PREPARATION AND DEPLOYMENT OF ARIS VOOC INFRASTRUCTURES – Development status – Input requirements, work-plan	EXELIA
11:50 – 12:10	SHORT BREAK	
12:10 – 12:30	O3-T2: DEVELOPMENT OF ADDITIONAL PEDAGOGICAL VOOC MATERIALS – Content requirements – Discussion and exchange of ideas	UPC
12:30 – 12:50	O3-T3: PILOT RUN AND FINE-TUNING THE ARIS VOOC – Process requirements – Discussion and exchange of ideas	BT



Time / Duration	Topic	Who
12:50 – 13:15	O4-T1: STATEMENT OF SUPPORT FOR THE RECOGNITION OF ARIS LEARNING OUTCOMES <ul style="list-style-type: none">– <i>Indicative structure/layout</i>– <i>Experience and best practices from past projects</i>– <i>Discussion and exchange of ideas</i>	LIKS
13:15 – 13:45	PMI: DISSEMINATION AND EXPLOITATION ACTIVITIES <ul style="list-style-type: none">– <i>Recap & overview of dissemination activities implemented up to now</i>– <i>Results / impact achieved</i>– <i>Presentation of dissemination tasks per partner with a focus on the 4th semester</i>	LIKS
13:45 – 14:00	ANY OTHER BUSINESS & CLOSURE OF THE MEETING	ALL

* **EVALUATION:** The (online) meeting evaluation form will be sent via email to participants right after the end of the meeting.



TEST SESSION AND INSTRUCTIONS ON HOW TO USE “GOOGLE MEET”

It is highly recommended to run a **test session** – about a week before the meeting – to get familiar with the platform and assure that your equipment (microphone, speakers, camera) works properly as well as your “presentation” files are running smoothly. This will help address technical issues well before the meeting, and thus avoid unnecessary delays and troubleshooting on the meeting day.

To test your equipment

- Go to meet.google.com
- Click the gear icon (settings) in the upper right corner
- Choose “audio” to test you microphone device and speakers.
 - If your microphone is working, when you speak, the bars next to the “microphone” icon will be moving.
 - To test your speakers, click “Test”.
- Choose “video” to test your camera. If your camera is working, to the right of Video, you’ll see your video feed.

To run a test session

- Go to meet.google.com
- Click “**Start new meeting**”
- Choose the Google account you want to use, and click “**Join meeting**”
- Now, you will need to add at least one a colleague to perform the testing. To add someone, **copy the meeting link URL** and send it to the person.
- Your colleague needs now to click the meeting link and follow the onscreen prompts to join the meeting.
- Make sure that everything works fine.

To make a presentation during a meeting

1. In the bottom-right corner, select “**Present now**”
2. Select “**A Window**” – You need to have your file already opened in a window in your personal desktop/laptop
3. Select “**Share**”
4. To stop presenting,
 - a. in the Meet window, click “Stop Presenting” or I
 - b. In the bottom-right corner, you can also click “You are presenting” and then “**Stop presenting**”

To join the video call on the meeting day

- Click the following meeting link: <https://meet.google.com/brg-fezh-eus>
- Follow the onscreen prompts to join the meeting.
- An existing participant might need to approve you, to join the meeting.

To prevent background noises and facilitate discussion, it is recommended to have our microphones muted when not active. To turn on and off your microphone, click “CTRL+D” or click the “microphone” icon and mute/unmute.