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IMPROVING THE PROFESSIONAL SKILLS IN GREEN CONSTRUCTIONS THROUGH ONLINE TRAINING

GREEN CONSTRUCTION
Eiropas Savienības Erasmus+ programmas
Pamatdarbības Nr. 2 (KA 2) Nr. 2017-1- LV01-KA202- 035483

MINUTES OF THE MEETING

**Project Kick-Off Meeting in Rēzekne, Latvia
12th-13th October 2017**

<i>Project Name:</i>	IMPROVING THE PROFESSIONAL SKILLS IN GREEN CONSTRUCTIONS THROUGH ONLINE TRAINING GREEN CONSTRUCTION
<i>Date of Meeting:</i>	12 th -13 th October 2017
<i>Minutes Prepared By:</i>	Prof. Lyubomir Lazov

Name Surname	Organization
Lyubomir Lazov	Rezekne Academy of Technologies
Edmunds Teirumnieks	Rezekne Academy of Technologies
Erika Teirumnieka	Rezekne Academy of Technologies
Stanislavs Pleiksnis	Rezekne Academy of Technologies
Sintija Augule	Rezekne Academy of Technologies
Galina Bankovska	Veda Consult
Magdalena Vasileva	Veda Consult
Lars Kempt	Schnellkraft Personalmanagement GmbH
Thomas Lenov	Schnellkraft Personalmanagement GmbH
Nedka Atanasova	European Center for Education, Science and Innovation
Margarita Todorova	European Center for Education, Science and Innovation
Georgi Todorov	European Center for Education, Science and Innovation
Edmunds Visockis	Rezekne Academy of Technologies

Topic

AGENDA

Project Kick-Off Meeting in Rezekne, Latvia 12th-13th October 2017

9.00 - 9.15 Welcome speeches - Prof: Dr.sr.ing. Edmunds Teirumnieks, Rector of the RTA

9.15 - 9.30 Introductions -Prof. Dr. - Ing. Lyubomir Lazov, Coordinator of the project

9.30 - 10.00 Review Statement of Work, Goals and Objectives, Review the project team

10.00 - 10.15 Coffee-break

10.15 - 13.00 Outcomes for meeting

1. Creating a Team Project Management
2. Development and Approval of detailed Project Management Plan
3. Discussion of the methodology and tools to measure the quality of the project activities.
4. Development and Approval of Quality Management plan
5. Communication strategy (MJ)
 - 5.1. Structured reporting and communication plan
 - 5.2. Weekly Status Reporting & Template

6. Dissemination Strategy and Plan

7. Any other requirements to be agreed by end of meeting

13.00 -13.40 Lunch

14.00 Implementation plans

Outcomes: agree deadlines, define inputs needed from other partners (detailed especially for the first 6 months).

14.30-15.00 O1- Needs analysis of the improving the professional skills in green construction

O1.1 Survey on the needs of construction branch in green skills.

Discussion of Survey methodology, Sampling and Survey Questionnaire

O1.2 Study the existing professional training programs in the field of green construction

15.00-15.15 Coffee break

15.15-15.45 O2 - Identification of main topics of the modules for improving the green skills

15.45-16.15 O2 - Identification of main topics of the modules for improving the green skills

16.15-16.40 O3 Selection of the e-learning environment

16.40-17.10 O4 Development of the modules

O4.1 Confirm the educational (ICT) environment

17.10-17.40 O5 Design of web-based interactive Modules

19.00 Dinner

13th October 2017

08.30-09.00 O6 Greating of a program for training of the trainers

09.00-09.30 O7 Manual for the Trainers

09.30-10.00 O8 Training of the trainers

10.00-10.30 O9 Pilot testing of the modules

11.00-11.15 Coffee break

11.15-11.30 O10 Improvement of the web-based interactive modules

11.30-12.00 O11 Certified Module in green skill

12.00-12.10 Planning Requirements between meeting 1 and 2;

12.10-13.00 Evaluation

13.00 Lunch

14:00 – 15:30 Project administration

- Management of the Budget;
- Approval process – the process and personnel for signing off deliverables;
- Partner agreement.

15:30 – 16:30 Optional tour of RTA

16:30 – 17:00 Closure

Action

12th October 2017

Welcome speech - Professor Dr. Science, Ing. Edmunds Teirumnieks, Rector of the RTA

Introduction - Prof. Dr. Ing. Lyubomir Lazov, Coordinator of the project

Review Statement of Work, Goals and Objectives

1. Creating a Project Management Board

The members of the board will be:

Prof. Lazov – coordinator of the project, RTA, Latvia

Galina Bankovska – Veda consult, Bulgaria

Nedka Atanasova - ECESI, Bulgaria

Lars Kemp - Schnellkraft Personalmanagement GmbH, Germany

Maria Hartyanyi - iTStudy Hungary Számítástechnikai Oktató és Kutatóközpont Kft, Hungary

2. Review of the project. Presenting the outputs of the project – Prof. Lazov

O1. Needs analysis of the improving the professional skills in green construction

O1.1 Survey on the needs of construction branch in green skills.

O1.2 Study the existing professional training programs in the field of green construction

O2. Identification of main topics of the modules for improving the green skills

O3. Selection of the e-learning environment

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O5. Design of web-based interactive Modules

O6. Creating of a program for training of the trainers

O7. Manual for the Trainers

O8. Training of the trainers

O9. Pilot testing of the module

O10. Improvement of the web-based interactive modules

O11. Certified Module in green skill

13th of October 2017

1. Presenting the PPT prepared by Maria Hartyanyi about the platform for online learning.

The participants of the meeting decided that it is necessary to provide the analysis and survey on this topic and after that to choose the platform by the partner appointed in the proposal.

2. Green Construction Questionnaire (draft version) was presented by Prof. Dr. Todorov

The discussions were provided and the decision was taken that the final version to be ready till the end of October.

3. Presentation of draft version of the project web site – Prof. Lazov

Some remarks were made, the corrections will be made.

The web site will be structured on the RTA servers.

4. Presentation on the new approach of efficiency of green construction by. Edmunds Visockis
5. Project administration - Prof. Lazov
 - Management of the Budget;
 - Approval process – the process and personnel for signing off deliverables;

Partner's agreements between them and RTA were signed.

All participants in the meeting filled in the questionnaires about the quality of meeting and environment of the meeting.

Next Meeting (if applicable)

Next meeting will be **provided on 22th-23nd of March 2018 in Gabrovo, Bulgaria**

Arriving day 21th of March 2018.

12th October 2017

Welcome speech - Professor Dr. Science, Ing. Edmunds Teirumnieks, Rector of the RTA

Introduction - Prof. Dr. Ing. Lyubomir Lazov, Coordinator of the project

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O5. Design of web-based interactive Modules

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O8. Training of the trainers

O9. Pilot testing of the module

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O11. Certified Module in green skill

13th of October 2017

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