

Protocol – Project Team Meeting

25.01.2018

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| Protocol # | 2/2018 |
| Description | Project Team Meeting |
| Place | FH OÖ, Campus Hagenberg |
| Date | 25.01.2018 |
| Time | 09:00 – 14:00 |
| Participants | FH-OÖ: Martina Gaisch Victoria RammerVSTE: Jan Gregor, Libuse Turinska |
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| Subjects of the meeting | * New finance manager on the Czech side
* Report of the first period
	+ The status report on the Czech side isn't approved yet
	+ We must ask whether we can still submit our amendment to the authority in Linz.
* Monography
	+ Collected monography
	+ “Call for paper” in CZ and English for more international output
	+ Austrian side can add some contributions e.g. CCBC Paper if we change it a bit we can use it also for the monography
	+ Write another paper with CLIL focus
	+ We also can ask other disciplines for some (CLIL) insights
	+ We can use the money from the journal publishing for the monography – we can as an international publisher if they publish the book
	+ We should try to get expert views, which we can add to our monography
	+ Monography should be open source
* Website Budget
	+ External expertise
	+ Offers for the website can only be obtained after approval of the change.
* Modules
	+ Modules that are not correct or do not make sense should be sent back.
	+ Mechanical engineering and civil engineering should be corrected by experts. Czech side try to find good experts
	+ New modules IT-Security and CRM System from the Austrian side
	+ Quality insurance is really important
	+ Austrian side will try to find students who can translate the technical modules during an internship (eg. mechanical engineering from Wels)
	+ Czech side can also translate modules to German and the Austrian side translate it to English – shift workload
	+ Austrian side will give feedback on the modules they already have
	+ Modules could be divided into two parts: “Basic” and “Experts”
	+ Finished presentations and modules will be sent to the Czech side. They transfer it to the e-learning system.
* Terminology list
	+ Definition and Context should be included
	+ E-learning: how can we make the terminology list more attractive to the user?
	+ E.g. Table with the same word in CZ, EN, DE with an explanation and context
		- The design is really important
		- Vocabulary training on the slides / gamification
		- Need somebody for the technical part, e.g a student from the FH OÖ
	+ “large” terminology list as a booklet
	+ the most important words of the modules should be present in e-learning – added value = knowing this words within the field
* Workshop 21.06.
	+ Agenda of the workshop is okay for everyone
	+ Participants: 10-14 people from the Czech side
	+ Language: English, maybe one part in German – depends on the participants
	+ List of participants from the Czech side will be sent till the end of may
	+ 1 Day workshop – no need to stay overnight
* Project Report
	+ In Czech and German
	+ Czech partners write about the first Workshop
	+ Austrian partners write about the second Workshop
	+ Conference – together
* 4 Specialist/technical books
	+ We have to write a book for each programme (logistic, civil and mechanical engineering and informatics)
	+ Merge all the slides and information we have into a book
* Follow up project
	+ Integrated rescue system
	+ Training measures (foreign language, cross-border cooperation, cooperation of emergency medical services, fire brigade and police)
	+ Trainings for linguistic and cultural issues, conflict management, knowledge management (maintain of information in different processes), change management
	+ Help the services to cooperate between CZ and AT
	+ When would we have to submit?
* Pilot project:
	+ What we have to do? How should it look like?
	+ Who will take part?
	+ CCBC 2019 as a possible Date (13.05-17.05)
	+ Monday and Tuesday: Teaching Exchange
	+ Wednesday: International fair and excurses
	+ Thursday and Friday: Conference
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