

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 Rammer  VSTE: 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 |