

Protocol – Project Team Meeting

23.04.2018

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
Subjects of the meeting	<ul style="list-style-type: none"> • New finance manager on the Czech side • Report of the first period <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ 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 <ul style="list-style-type: none"> ○ External expertise ○ Offers for the website can only be obtained after approval of the change. • Modules <ul style="list-style-type: none"> ○ 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