ICT-INOV: Modernizing ICT Education for Harvesting Innovation

Kick-off meeting minutes

Hosted online on February 24-26, 2021

Participants

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Michela Tramonti, EU-Track

Alden Dochshanov, EU-Track

Raja Jamilah Binti Raja Yusof, University of Malaya

Hazleen Binti Aris, Universiti Tenaga Nasional

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Irum Inayat, National University of Future and Emerging Sciences

Nguyet Dinh Thi Minh, Hanoi University

Thang Nguyen Xuan, Hanoi University

Nguyen Ngoc Truong Huy, John Von Neumann Institute

Dhiraj Shrestha, Kathmandu University

Mansish Pokharel, Kathmandu University

Tri Ratna Bajracharya, Tribhuvan University

Wednesday, February 24, 2021

The ICT-INOV kick-off meeting was hosted online on MS-Teams due to Covid-19 restrictions. Partners met through the on-line address:

https://teams.microsoft.com/l/meetup-join/19%3a7a728037f0284f56a9b83202fc201fb5%40thread.tacv2/1613380774056?context=%7b%22Tid%22%3a%223180bf70-17cc-44f6-90a4-5c9476625295%22%2c%22Oid%22%3a%222fe3d6b2-6f3c-4a4e-8901-00030ad67f32%22%7d

Partner presentations

The meeting started with a greeting of the consortium by the Head of the Department of Electrical and Computer Engineering of the University of Thessaly, Prof. Dimitrios Bargiotas, who stressed the importance of international collaboration in higher education as well as the importance of building innovation skills that will help students address 21st century problems.

The project coordinator Hariklia Tsalapatas provided a project overview and presented the meeting agenda for the following days.

The aim of the project is to modernize and internationalize ICT higher education through a combination of design thinking and gamificationfor promoting innovation skills and entrepreneurial thinking. Design thinking is a highly user-centered approach through which design teams can identify real, as opposed to perceived needs, empathize with the users in order to understand their experiences from using a particular solution, accurately define the problem statement, ideate (brainstorm) towards generating a rich pool of ideas towards potential solutions, prototype, and evaluate through user engagement. Gamification refers to the use of game elements in non-game settings, including education, crisis management, corporate training, and more. Gamification elements motivate students and encourage long-term engagement with the learning processes, especially if they are well linked to educational goals.

Each partner had the opportunity to present their own institution and country. These presentations occupied the morning of the 24th of February 2021. Partner presentations are available on the OneDrive® shared workspace of the project consortium.

The project officer also participated in the meeting.

Financials

The following item on the agenda was financial and administrative management rules. The related presentation is available at:

https://onedrive.live.com/edit.aspx?cid=3ccdd4556c791506&page=view&resid=3CCDD4556C791506!275&parId=3CCDD4556C791506!224&app=PowerPoint

Before the meeting partners had the opportunity to review videos prepared by EACEA on financial management. The videos were made available to all project coordinators before the coordinator's meeting that took place virtually on the last week of January. The links were provided to the partners before the meeting, allowing them to review content and be prepared for questions.

The following were discussed:

The ICT-INOV projects runs from 15/1/2021 to 14/1/2024. Partners should make sure that all expenses are incurred within this period. Please also make sure that your expenses are **identifiable, verifiable and recorded in the accounting system.**

The project expenses are divided into unit costs and actual costs. Unit costs refer to staff, travel, and subsistence costs. They are reimbursed based on units with supporting proof that the activity took place.

Supporting documents for staff costs include:

- Timesheets
- Joint declaration forms
- Proof of contractual relationship
- Proof of the engagement of the individual in project intellectual output implementation

Supporting documents for travel and subsistence costs include:

- Travel report form
- Signed attendance list, meeting agenda, meeting minutes
- Boarding passes, invoices, tickets

The calculation of the travel reimbursement takes place using the Distance Calculator. The subsistence reimbursement is based on the number of days of the travel.

Actual costs refer in this project to equipment costs. They are reimbursed based on actual expenditure. Supporting documents for equipment costs include:

- Three offers
- Invoice
- Proof of payment, in the form of a bank transfer

All expenses should be incurred by the partners and not other organizations, such as foundations.

Thursday, February 25, 2021

Design Thinking Workshop
On the second day of the meeting, the partners were divided into three groups to participate in a workshop session aimed at understanding the basic concepts of design thinking, as well as understanding some of the practical tools used in design thinking.

Team A – Olivier, Hazleen, Michela, Irum, Carlos, Hariklia.

Team A work is available in the OneDrive® at:
https://onedrive.live.com/edit.aspx?cid=3ccdd4556c791506&page=view&resid=3CCDD4556C791506!280&parId=3CCDD4556C791506!276&app=Word

Team B - Raja, Triinu, Nguyet, Tri, Kamran, Christina.

Team B work is available in the OneDrive® at:

https://onedrive.live.com/edit.aspx?cid=3ccdd4556c791506&page=view&resid=3CCDD4556
C791506!282&parId=3CCDD4556C791506!277&app=Word

Team C - Dhiraj, Manish, Huy, Alden, Sotiris, Kostas.

Team C work is available in the OneDrive® at:

https://onedrive.live.com/edit.aspx?cid=3ccdd4556c791506&page=view&resid=3CCDD4556
C791506!283&parId=3CCDD4556C791506!278&app=Word

The overarching topic of the workshop was the disposal of waste, which was used as an example of a challenging 21st century problem.

- The workshop included 4 activities:
- Establishing associations, in other words stating ideas that come to mind in relation to the subject. This was followed by more associations related to people and places that come to mind in relation to disposing waste. This activity helps participants **understand** the problem.
- Presenting the problem with photos, videos, and more that participants discover on the internet. This activity is related to **empathic research**, and helps designers understand the needs of the users.
- Interviews. Identify interview questions for engaging external individuals and understanding their needs. Identify the location and time where the interview will take place. This activity is related to **empathic research**, and helps designers understand the needs of the users.
- Create a point of view statement that integrates both the input f the users and the understanding of the designers. How might we do something that is useful to someone? This activity helps participants **define** the problem to be solved accurately.
- Brainstorming by using different tools. This includes the avalanche method, which triggers logical thinking by challenging participants to write an idea starting from each letter in the alphabet. The magic method asks participants to think about how they would solve the problem if they had magic available to them, which is a code word for technology and may trigger additional ideas. And finally the 1m Euro method asks users to think of ideas that would take 1m Euros to implement. This activity is related to **ideation**.
- Finally, participants were asked to select three ideas: the most reasonable, the craziest, the most innovative. From those, they were asked to select an idea that could be prototyped and present it to the entire group in a plenary session.

Friday, **February 26, 2021**

Work packages

The 3rd meeting day was dedicated to the project work packages. Project coordinator Hariklia Tsalapatas welcomed everyone to the last day of the kick-off meeting. Partners were presented the work packages of ICT-INOV project.

Hariklia Tsalapatas and Triinu Jesmin from TLU presented the **WP1: Participation**, which aims to establish the current situation nationally, regionally, and at the institutional level on

using design thinking and gamification for building innovation skills. Each partner should prepare

- A report on the state of the art of their country (T1.1).
- As well as the current practices used in their organization (T1.2).

Templates for the structuring of the reports were presented and discussed. Partners will provide feedback within a week, after which the templates will be finalized and work will proceed.

The deadline for the WP1 report is 20th of March 2021, in order to be edited and combined in a group document.

Hariklia Tsalapatas and Michela Tramonti from EU-TRACK presented the WP2: Methodological Design, which focuses on designing the ICT-INOV design thinking and gamification framework for building innovation skills. Partners need to:

- Review a suggested student questionnaire (ICT-INOV - Google Forms) (T2.1) and send their feedback within a week. After finalizing the questionnaire partners will distributed to 30 students to generate feedback on expectations and perceptions related to the project implementation.
- The design thinking framework (T2.2) will be introduced by all partners through discussion.
- Develop an institutional strategy (T2.3) on adopting design thinking and gamification towards building innovation skills. A template was discussed. Partners will provide feedback within a week, after which work will proceed.

The deadline for the WP2 is 31st May 2021.

Hariklia Tsalapatas and Olivier Heidmann presented WP3: Implementation. This involves several tasks.

- Partners should establish physical laboratories by purchasing equipment. Partners should solicit 3 offers for the lab equipment using the list stated in the project proposal – changes CANNOT be made without approval by the project officer. Partners should make sure that they **pay with bank transfers**, as soon as possible and **before month 18** of project (T3.1).
- Olivier Heidmann from UTH presented some examples of the ICT-INOV digital service (T3.2) that needs to be delivered. Partners should send their feedback here as soon as possible. **The first version of the platform will be ready before the interim report.**
- Once the platform is complete, each partner will:
  - o Upload at least 5 activities (T3.3).
  - o Conduct 4-5 instructor training activities with at least 30 participants (T3.4).
  - o And invite 100 students to try out the digital service (T3.5).

Work package 4: Community Building aims at the organization of events through which the project outcomes will be broadly adopted. This work package will be implemented in the 2nd half of the project, when the labs and platform are stable. It involves:

- At least 6 webinars (T4.1).
- 1 national event per country attended by 50 individuals (T4.2).
- A final conference (T4.3).
- Training events in Porto and Hanoi (T4.4), adjacent to project meetings.
- Good practice recommendations (T4.5).

Work package 5: Dissemination aims to promote project results to the target higher education and more generally the lifelong learning community. The following activities are foreseen:

- A project portal is ready (http://ictinov-project.eu).
- 4 project newsletters (T5.2).
- At least 2 scientific articles (T5.3).
- Internet publications (T5.4).
- Traditional media publications, such as newspaper articles (T5.5).
- Social media presence. The project Facebook® page is already available (T5.6).
- A leaflet (T5.7).

There will be a common excel file on onedrive where partners should upload all their dissemination activities regularly.

Carlos Vaz de Carvalho presented the WP6: Quality Assurance. Work will be organized as follows:

- An external evaluator will be hired through an open call. The evaluation will provide feedback on project implementation and outcomes. The evaluator will produce 2 reports, one on month 18 and one on month 36.
- Yearly, partners will be asked to fill in a questionnaire related to their perception on the quality of the project implementation.
- After each meetings, participants will be asked to fill in a questionnaire on their satisfaction with the meeting organization and outcomes. For the kickoff meeting, all participants should **complete the evaluation until 5th of March 2021**.

Finally, Hariklia Tsalapatas presented WP7: Project Management. Partners should:

- The first task involves the signing of the partnership agreement, which should be sent to the project officer within the following 3 months. To achieve this partners should send the financial identification form that states the bank account in which the grant will be transferred, signed by legal rep and bank **(12/3/2021).**
  - o Preferably account in Euros
  - o Need to have signed and send to project officer by 1/6/2021
- Financial reporting will take place every 4 months. Partners will submit:
  - o Staff: timesheets, joint declaration forms, contractual proof.

- o Travel: travel report forms, boarding passes, all invoices, such as hotels, meals, etc.

Finally, the indicators of project success stated in the proposal are the following:

- Survey on current status, 30 questionnaires per partner.
- 8 laboratories.
- A digital learning platform and 50 activities.
- 360 educators trained, 30 educators per partner.
- 1.200 students engaged in evaluation.
- 2 scientific publications.
- 4 issues of the newsletter.
- 1 community event per country, attended by 50 individuals.
- 4-5 instructor training events per partner.
- 6 webinars.
- Use in 5 courses at each partner site.

The next virtual meeting will be held on the 22nd of April 2021.