

SAFE -Streaming approaches for Europe -
Enhancing the digital competences by streaming approaches for schools to tackle the challenges of COVID-19

**Meeting Minutes for the 4th SAFE partner meeting –
hosted by** **Ingenious Knowledge, Cologne, Germany**

**The SAFE FINAL MEETING!**

**8th of February 2023**

**Meeting Minutes**

**Date:** 7th – 9th of February 2023

**Meeting-Room:** Zebra Language School Chudim, Czech Republic

**Participants:** Tim Eikels, Jennifer Schneider, Rasmus Pechuel, Maria Jesus Lopez Fernandez, Soňa Nekvapilová, Alexandra Izraelova,

**Name of transcript writer:** Jennifer Schneider

**Wednesday 8th of February 2023 –**

**Workshop day!**

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| Approx.Time | Topic | Chair |
| 10:30  | *Welcome Coffee* | IK |
| 10:30 – 10:45 | **Welcoming the SAFE Partners** *(Jennifer Schneider / Rasmus Pechuel)** Warm welcome
* Schedule of the meeting

All Partners get on board. The time schedule was explained for the day. All Partners get a short explanation of the status quo of finalizing the outcomes and preparing the documents for the final report.  | *UPB / IK* |
| 10:45 – 11:15 | **Presenting the SAFE Handbook***(Jennifer Schneider/ Rasmus Pechuel)** Information about printing

All partners had a look into the final handbook and the different chapters. Jennifer explained the process of printing the book and showed the feature: flipped book at the project website.  | *UPB / IK* |
| 11:15-12:00 | **Presenting the SAFE Learning Videos** * Showing the SAFE YouTube Channel

**All videos are uploaded at the project website as well as on YouTube. The consortium showed the finalised statement videos with the produced intro and outro.** | *UPB* |
| 11:45-12:15 | **Presenting the Dissemination Report**  *(Jennifer Schneider)***The dissemination Report was explained and all partners will continue this document and send the final report/ upload the final national report in GoogleDrive until the end of the project.**  | *UPB* |
| 11:15-13:00 | **Presenting the Teacher-Training-Platform on the SAFE Project Website** *(Jennifer Schneider)***The Teacher-Learning Platform was presented at the project website. The functions of H5P were explained and shown. The presentations are available as flipped book as well as download under CC- BY SA.**  | *UPB* |
| 13:00-14:00 | Lunch |  |
| 14:00 – 15:00 | **Administrative and financial information***(Jennifer Schneider / Rasmus Pechuel)** **Preparing of the Final Report**
* General questions
* Timesheets

**The presentation about the outcomes and necessary financial documents were shown. The PowerPoint is variable at the website as well as google.drive. Timesheets have to been signed and stamped and send via post as well as email. The partners create a declaration of employment for the project, too.**  | *UPB / IK* |
| 15.00  | **Project Evaluation and open questions***(Jennifer Schneider)***Evaluation results are available at the website and google. Drive.**  | *all partners* |