IDEAL GAME
2020-1-DE01-KA203-005682
M1 – Meeting Minutes

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IDEAL-GAME

Improving didactics, education and learning
in higher education with the Online Serious Game Creator

M1 – Kick-Off Meeting

08th to 10th of December 2020

Meeting Minutes

Project Title:	Improving didactics, education and learning
	in higher education with the Online Serious Game Creator
Acronym:	IDEAL-GAME
Reference number:	**2020-1-DE01-KA203-005682**
Project partners:	P1 University Paderborn (UPB), DE
	P2 Ingenious Knowledge GmbH (IK), DE
	P3 Universitatea din Pitesti (UPIT), RO
	P4 Wyzsza Szkola Ekonomii i Innowacji w Lublinie (WSEI), PL
	P5 University of Dundee (UoD), UK
	P6 Universidad a Distancia de Madrid SA (UDIMA), ES

IDEAL GAME Kick-Off Meeting – Meeting – Minutes

Date: 08th to 10th of December 2020

Start: 10a.m.

End: 1p.m.

Participants: Marc Beutner, Rasmus Pechuel, Tim Kreuzberg, Divja Jindal-Snape, Alexia Barrable, Neil Taylor, Alexandru Dan Toma, Ana Landeta, Ana Maria Nicolescu, Georgeta Chirlesan, Magda Janiak, Klaudia Lipko, Gabriela Plaiasu, Jana Stelzer

Name of transcript writer: Jana Stelzer

These minutes include the main statements from the first IDEAL GAME Kick-Off Meeting. Due to the Corona Pandemic the Kick-Off took place online via Zoom. Nevertheless, we had a great time with productive discussions and excellent results. These results are fixed in these minutes.

Topic 1: Welcoming the IDEAL GAME project partners

Marc (UPB) opens the meeting with a warm welcome and presents the agenda of this meeting:

- Warm welcome
- Getting to know the partners
- The IDEAL GAME Project
- What´s laying ahead of us?
- First Insights into the IDEAL-GAME Serious Game Creator Approach
- Administrative and financial information
- Project Evaluation
- Dissemination and exploitation
- Next To Do´s

After that, Marc (UPB) presents the IDEAL GAME Website (https://ideal-game.eduproject.eu/). In addition to that, Marc (UPB) addresses the sections "Downloads" and "Deliverables". Under these folders, the partners will find all future project documents. Finally, a short introduction round of the project partners follows.

Topic 2: Partner presentations - Introduction of the partners and get-to know each other

Afterwards, each partner institution gives a short presentation about itself. These presentations last about 10 to 15 minutes. The partners present themselves in the following order:

- P1 University of Paderborn (UPB), GER
- P2 Ingenious Knowledge (IK), GER
- P3 Universitatea din Pitesti (UPIT), RO
- P4 Wyzsza Szkola Ekonomii i Innowacji w Lublinie (WSEI), PL
- P5 University of Dundee (UoD), UK
- P6 Universidad a Distancia de Madrid SA (UDIMA), ES

All partner presentations will provide on the IDEAL GAME project website. Please have a closer look on it.

Topic 3: Introduction of the IDEAL GAME project

Topic 3 focus on the introduction of the IDEAL GAME project. Firstly, the aims and main objectives will be addresses:

- The IDEAL GAME project aims to design an Online Serious Game Creator
- Creation, testing and evaluation of Mini OER Serious Games within learning scenarios
- The approach aims to improve didactics, education and learning in higher education with the help of an Online Serious Game Creator
- The idea of IDEAL GAME is to activate the students and let them take part in a flipped classroom approach with the use of serious games in the online phases , where the learners prepare lessons and learn new aspects, concepts and theories in self directed learning online and come back to the lesson to reflect and discuss on the learned topics and use the face to face learning times to deepen knowledge and compare understanding and positions.

Moreover, the IDEAL GAME tool will offer the chance to create different types of small serious games, which can be integrated in modules and lectures: e.g.
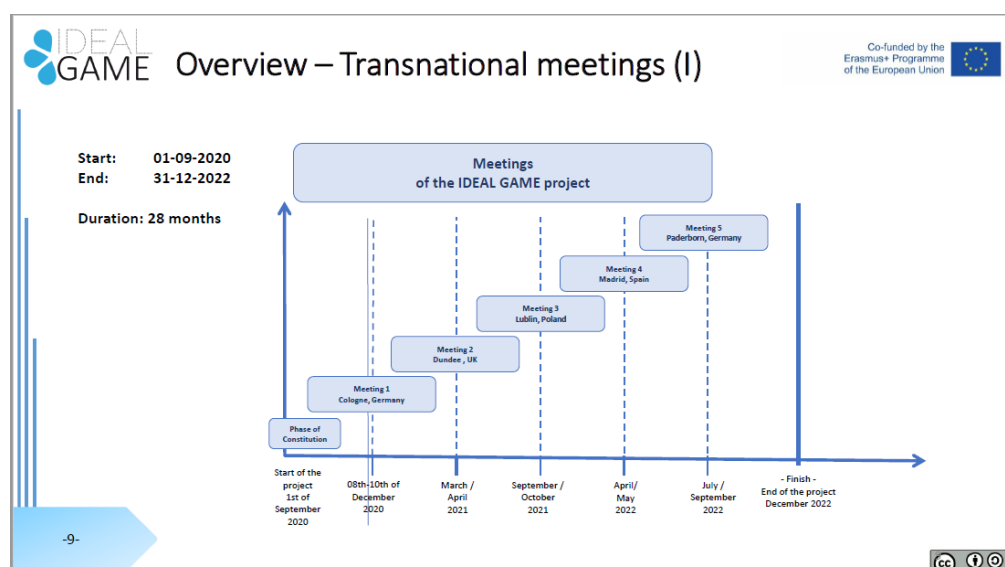
- serious games for learning professional and subject related vocabulary
- serious games, for assignment of corresponding facts and terms
- serious games which focus on process flows
- competitive serious games to enhance learning
- Puzzle Games to get in contact with models and theories etc.

Afterwards, UPB gives an overview about the expected results:

(a) The online IDEAL GAME Serious Game Creator tool
(b) 50 Serious Games created with the creator tool of IDEAL GAME provided on the online platform
(c) A flipped classroom concept for higher education modules and courses for the integration of Serious Games
(d) Collection of best practice teaching resources (OER)
(e) Research report on the use of Serious Games in higher education
(f) An IDEAL GAME Policy Paper with recommendations to school education, policy makers and teachers
(g) The IDEAL GAME website with information on the project and links to the Creator tool and the Serious Games
(h) The IDEAL GAME dissemination material (flyer, poster, newsletter, social media, marketing material, leaflets etc.)
(i) The IDEAL GAME didactical handbook for lecturers
(j) The IDEAL GAME tool handbook for lecturers
(k)The IDEAL GAME handbook for students
(l) The IDEAL GAME video presentation of the tool

Furthermore, UPB presents the Timeline of Transnational meetings, so that the partners know, when the next meeting will start in which country as soon as the Corona pandemic makes it possible.

The second project meeting will conducted at University of Dundee (UK) in March/ April 2021.

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Besides, UPB introduces the Timeline of the Multiplier Events:
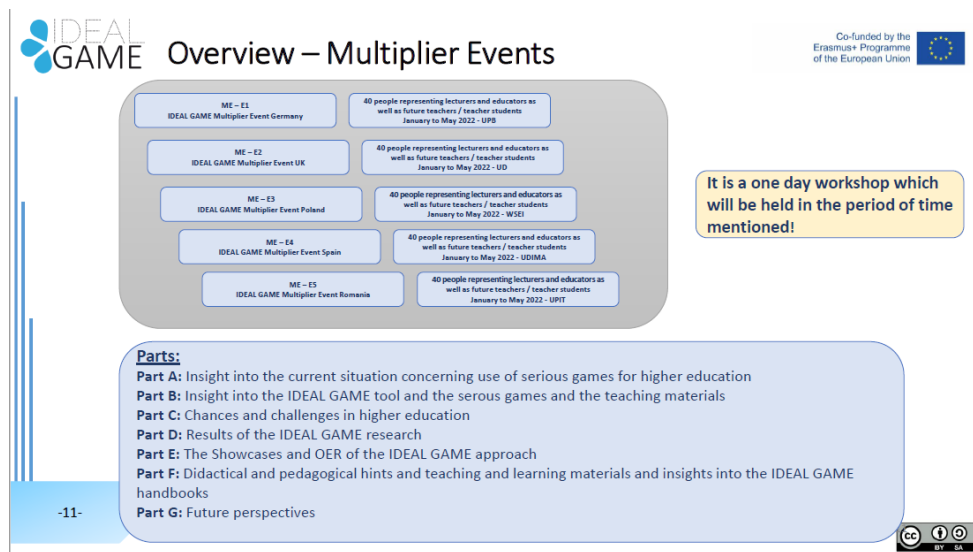
Furthermore, UPB addresses the single IOs of the IDEAL GAME project. Even so, the timeline for the start and end of the IOs.
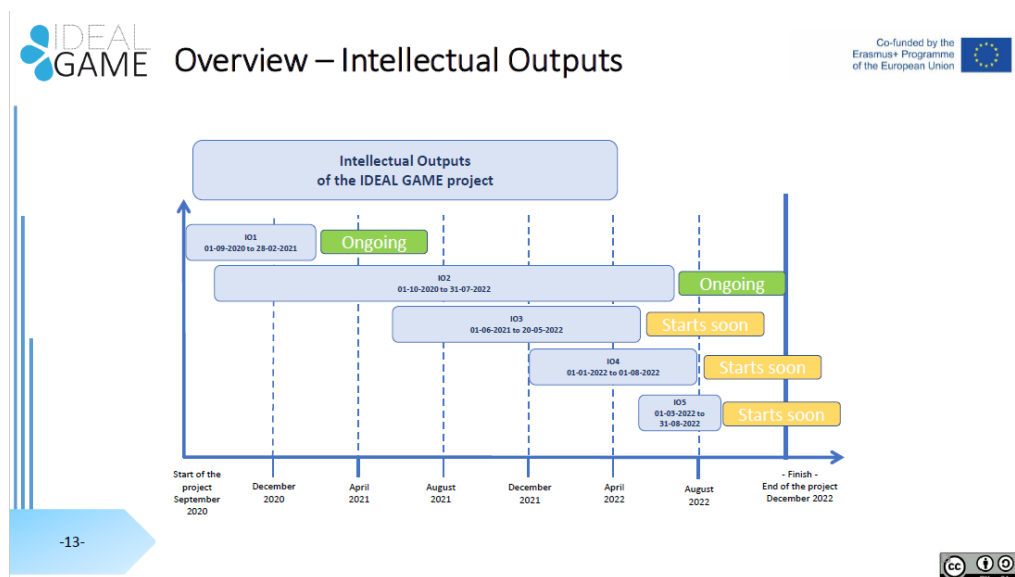
Introduction of Intellectual Outputs (In total 5 IOs):

Overview of IOs:

IO1: IDEAL GAME Research on learning with serious games in higher education

- Leading organisation: UPB
- Duration: 01-09-2020 to 28-02-2021

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In IO1 research on learning with serious games in higher education will be conducted as a basis for the tool design and the selection of the necessary mini serious games as well as additional OER worksheets and topics as well as for ensuring the fit to the target groups.

- O1 Activity 1: Questionnaire and guideline design
- O1 Activity 2: Research on learning with serious games in higher education
- O1 Activity 3: Collecting and presenting best practice learning and teaching resources

IO2: IDEAL GAME Creator Tool Development

- Leading organisation: IK
- Duration: 01-10-2020 to 31-07-2022

In IO2 the digital IDEAL GAME tool will be developed, programmed and tested concerning usability to ensure a sustainable use by lecturers and professors.

- O2 Activity 1: Graphics and UI design
- O2 Activity 2: Programming
- O2 Activity 3: Usability and user experience test
- O2 Activity 4:Revision
- O2 Activity 5: Final Development
- O2 Activity 6: Translation
- O2 Activity 7: Showcasing the tool

IO3: IDEAL GAME OER Development of Serious Games and learning materials and Implementation

- Leading organisation: WSEI
- Duration: 01-06-2021 to 20-05-2022

In IO3 the design of specific OER Serious Games and learning materials are in focus. In addition to that it comes with an induction programme and tests the quality of the Serious Games and the learning materials created with the tool to provide higher education lecturers with information how to integrate the tool in own modules and courses as well as to ensure quality.

IO4: IDEAL GAME Development of Books

- Leading organisation: UDIMA
- Duration: 01-01-2022 to 01-08-2022

IO4 implements the structures for the tool use after the project with the creation of three handbooks (two for lecturers and one for students). The tool handbooks will be created to support the lecturers and help them with using the tool in their own contexts and to help students to deal with the games.

- O4 Activity 1: Didactical handbook for lecturers
- O4 Activity 2: IDEAL GAME tool handbook for lecturers
- O4 Activity 3: IDEAL GAME tool handbook for students

IO5: IDEAL GAME Policy Paper and Layman´ s Report

- Leading organisation: UPIT
- Duration: 01-03-2022 to 31-08-2022

The policy paper and the layman´ s report of IO5 will be designed to reach a broader audience of teachers by including decision makers, policy makers and convince them that the results of the IDEAL GAME project will foster the quality of higher education and are an important aspect of didactical and pedagogical support and professionalisation of higher education experts and lecturers in Europe.

- O5 Activity 1: Policy Paper
- O5 Activity 2: Layman ´ s Report

Please have closer look into the application for getting deeper insights and more detailed information concerning the IOs and its activities.

In summary, IO1 and IO2 have already been started. Concerning IO1, UPB will create a research framework and will provide it to all partners beginning of January 2021.

Topic 4: First Insights into the IDEAL-GAME Serious Game Creator Approach

Regarding Topic 4 UPB and IK give first Insights into the IDEAL-GAME Serious Game Creator Approach. First, the partners were given a basic overview of gamification and its characteristics. This was illustrated with a practical example. UPB also looks at Badges Gamification with regard to good work in lectures and concerning homework and the possibility of leaderboards. As further practical examples with the Serious Game, the projects MATH and Fair project were presented. Against this background Marc explains that the serious game approach consists of a combination of seriousness and game. Therefore, he focusses the potentials of connecting games to learning.

With regard to the IDEAL GAME project serous games will be too complex for teachers and learners. Therefore, the aim is to create mini serious games, because these will be easy to design with the IDEAL GAME Online Serious Game Creator.

In concrete terms, this involves the following:

- Serious games for learning professional and subject related vocabulary
- Puzzle games
- Serious games which focus on process flows
- Competitive serious games to enhance learning
- Serious games for assignment of corresponding facts and terms

Discussion / Agreements:

Concerning the creation of the mini serious games following aspects were pointed out:

- The IDEAL GAME Serious games should will be used by teachers (therefore mini serious games will be created)
- Educational serious games will be created

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- The IDEAL GAME mini serious games have to be customizable
- These serious games should be only a framework for teachers and should operate as basis to present other contents in an attractive way
- They should give impulses, therefore these games should not be very complex → these games should last max. 5 minutes

Topic 5: Administrative and financial information

Topic 5 addresses administrative and financial information that is presented by Marc (UPB).

Part A: general information (VAT-Declarations…)

- Responsibilities (NA)

Part B: Financial reporting

- Scheme of money transfer
- Costs types
- Budget overview
- IOs

Part C: The Project management tool – PROM Tool

- See slides and screenshots for more information
- Live demonstration in PROM Tool http://eduproject.eu/prom/login.php
- Timesheets (at least every 6 months) → At the beginning: please fill in all timesheets until February 2021 (An overview of all tasks that can be entered in the PROM will provide by UPB)
- PROM-Tool: PB will create the accesses for all project members. **Please send your concrete working hours per day and all employees that will be involved in the project to Jana Stelzer latest until end of December 2020**.

Topic 6: Project Evaluation

Topic 6 is about project evaluation. In this context Jana (UPB) presents the main elements of project evaluation within IDEAL GAME.

In this project the evaluation consists of a combination of formative and summative evaluation:

- Internal evaluation surveys in months 8, 16 and 24
- Specifically addressed to target group members (1 person per institution has to be answered the internal evaluation survey)

Qualitative evaluation indicators:

(a) Project performance quality questions to consider include the following:

- Did the project achieve its objectives?
- Do the project results match/serve the needs of the target groups?
- Was partners' contribution in accordance with the project plan and expectations?

(b) Collaboration quality questions to consider include the following:

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- Was the collaboration among partners at an acceptable level?
- Did project partners contribute towards the achievement of the project's objectives
- Were project meetings organized and managed effectively?
- Was the collaboration among partners, direct and indirect stakeholders, target groups, and users fruitful?

(c) Resource utilization quality questions to consider include the following:

- Were resources used in appropriate ways?
- Were all budget expenses documented?
- Did all budget expenses follow the relevant EU and project regulations?
- Were any resource management tools used (e.g. for financial management)? If so, how were they used?

(d) Information management quality questions to consider include the following:

- Was information shared with all partners?
- Were documents and information shared in a timely manner?
- Was there a system for keeping versions of each document?
- Were documents stored, secured, and accessed appropriately

(e) Intellectual output quality of the project IOs questions to consider include the following:

- Were deliverables prepared according to the project's time frame?
- Were deliverables prepared according to high standards?
- What were the standards used for assessing the quality of deliverables?

(f) Service/product provision quality questions to consider include the following:

- Did the service/product provided address the target population's needs?
- Was the service/product usable and user friendly?
- Was the service/product tested, evaluated, and revised?
- How adaptive and flexible was the service/product to target groups'/stakeholders' needs

(g) Dissemination & exploitation quality questions to consider include the following:

- Were dissemination actions implemented as planned?
- How many stakeholders were engaged during the development of the project?
- How many stakeholders were reached throughout the duration of the project?
- What tools were used for dissemination?

Quantitative evaluation indicators:

(1) Number of additional higher education institution addressed 5 per partner country

(2) Number of involved lecturers in higher education 50 at UPB

(3) Number of involved school teachers to get inter educational feedback a least 10 per partner country

(4) Number of students at least 100 per partner country

(5) Number of participants at the multiplier events 25 in UK , ES, RO and PL, 40 in GER

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(6) Number of users on the website 500

(7) Number of publications at least 5 per partner country

(8) Number of printed /published IDEAL GAME handbooks at least 350

(9) Number of online newsletters produced during the project life cycle 4

(10) Distribution of research report 250 recipients

(11) Distribution of policy paper 300 recipients

(12) Posters at least 2 per country

(13) Flyer at least 2 per country

Project meeting evaluation:

Besides, Jana point out that we have to conduct a meeting evaluation after every transnational meeting. Even so, please take 5 minutes to fill in the online questionnaire. The questionnaire is anonymous: https://umfragen.uni-paderborn.de/index.php/468878?lang=en

Topic 7: Dissemination and exploitation

Topic 7 addresses dissemination activities and exploitation that presents Jana (UPB). All partners have to conduct dissemination activities regularly during the project:

- Posts on Facebook, posts on school website etc.
- Printed materials: Flyer, Posters, Brochures, Newsletters etc.
- Articles about project in local newspapers or online article etc.
- Face to Face meetings with interested people etc.
- IDEAL GAME Website: https://ideal-game.eduproject.eu/
- IDEAL GAME Facebook: https://www.facebook.com/Erasmus-Project-IDEAL-GAME-100195691949187/?view_public_for=100195691949187
- Twitter: https:// twitter.com/drbeutner

Agreements:

- Please use the Dissemination table for documentation
- Please see social media roster for IDEAL GAME Facebook page
- Please send Jana your facebook account name, the she will give you the editorial rights for posting on IDEAL GAME Facebook page

Topic 8: Next steps

The last topic is about the next steps. Please have a closer look into the work plan. Here you can find more detailed information concerning the several tasks, deadlines and responsibilities within the IOs.

Following there is a condensed summary of the next steps:

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Dissemination/ organisational activities

- Creation of 1 st Newsletter
- Translation of 1 st Poster and 1 st Newsletter
- Dissemination activities (Posts on Facebook etc.)

Tasks	Who?	Deadline	UPB (P1)	IK (P2)	UPIT (P3)	WSEI (P4)	UD (P5)	UDIMA (P6)
Dissemination activities/ Organisational activities								
Dissemination activities (providing newsletter, social media etc.) -Social Media Facebook: see social media roster	UPB, UPIT, WSEI, UD, UDIMA	Continuously		Not necessary				
Providing project website with new information, posts etc.	UPB	Continuously		Not necessary	Not necessary	Not necessary	Not necessary	Not necessary
PROM-Tool (You have to provide evidence about the working days with your timesheets) http://eduproject.eu/prom/login.php	All partners	Every month						
Creation of PROM accesses for all partners	UPB	Until 15/12/2020		Not necessary	Not necessary	Not necessary	Not necessary	Not necessary
Creation of NextCloud accesses for all partners	IK	Until 15/12/2020	Not necessary		Not necessary	Not necessary	Not necessary	Not necessary
Creation of 1ˢᵗ Newsletter and send it to partners	UPB	Until 31/12/2020		Not necessary	Not necessary	Not necessary	Not necessary	Not necessary
Translation of 1ˢᵗ Newsletter into national language and send it back to UPB or upload it on our NextCloud project folder	UPB, UPIT, WSEI, UD, UDIMA	Until end of January 2021		Not necessary				
Providing of 1ˢᵗ Newsletter to VET staff, learners or other interested persons	UPB, UPIT, WSEI, UD, UDIMA	Until end of January 2021		Not necessary				
Creation of 1ˢᵗ Poster	UPB	Until 15/10/2020	✓	Not necessary	Not necessary	Not necessary	Not necessary	Not necessary
Translation of 1ˢᵗ Poster into national language and send it back to UPB or upload it on our NextCloud project folder	UPB, UPIT, WSEI, UD, UDIMA	Until end of January 2021	✓	Not necessary				

IO1

- Creation of research structure and questionnaire
- Conducting field based and desk based research
- Collecting and presenting best practice learning and teaching resources
- Writing research report
- Implementation of information platform

Tasks	Who?	Deadline	UPB (P1)	IK (P2)	UPIT (P3)	WSEI (P4)	UD (P5)	UDIMA (P6)
IO1: Research on learning with serious games in higher education (Leading partner: UPB)	All partners	01-09-2020 to 28-02-2021						
Activity 1: Questionnaire and guideline design (Field-based Research)								
1.1) Decision about which lecturer and higher education institutions should involve in the development and the testing	UPB, UPIT, WSEI, UD, UDIMA	Until 31/12/2020		Not necessary				
1.2) Creation of the research guideline for field-based and desk-based research and development of the categories on the basis of discussions with the partners and provide it to partners	UPB, UD	Until 31/12/2020		Not necessary	Not necessary	Not necessary		Not necessary
1.3) Creation of English Online Questionnaire and provide it to partners	UPB, IK	Until 31/12/2020			Not necessary	Not necessary	Not necessary	Not necessary
1.4) Translation of Questionnaire into national language and send it back to UPB provide it to at least 100 persons (	All partners	Until 20/01/2021						
1.5) Implementation of Online Questionnaire into Survey Tool and provide partners access data and codes	UPB	Until 10/02/2021		Not necessary	Not necessary	Not necessary	Not necessary	Not necessary
1.6) Providing Online Questionnaire to at least 100 persons (lectures, students, learners etc.)	UPB, UPIT, WSEI, UD, UDIMA	Until 25/02/2021		Not necessary				
Activity 2: Research on learning with serious games in higher education (Desk-based Research)								
2.1) Conducting desk-based research on the basis of research guidelines	All partners	Until 25/02/2021						
2.2) Collecting and presenting best practice learning and teaching resources (Every University will have a look at existing learning and teaching resources in their institutions and provide best practice bundles)	UPB, UPIT, WSEI, UD, UDIMA	Until 25/02/2021		Not necessary				
2.3) Writing of research report – approx. 6 pages and send it to UPB	All partners	Until 25/02/2021						

Tasks	Who?	Deadline	UPB (P1)	IK (P2)	UPIT (P3)	WSEI (P4)	UD (P5)	UDIMA (P6)
Activity 3: Collecting and presenting best practice learning and teaching resources								
3.1) Collecting and analysing of research reports	UPB	Until 28/02/2021		Not necessary	Not necessary	Not necessary	Not necessary	Not necessary
3.2) Analysis of all research results	UPB	Until 15/03/2021		Not necessary	Not necessary	Not necessary	Not necessary	Not necessary
3.4) Writing a summary research report and providing it to partners	UPB	Until 15/03/2021		Not necessary	Not necessary	Not necessary	Not necessary	Not necessary
3.5) Translation of summary research report into national languages and send it back to UPB	UPB, UPIT, WSEI, UD, UDIMA	Until 31/03/2021		Not necessary				
3.6) Working on criteria for a database to search through these best practice learning and teaching resources will be made available on the internet	UPB, IK	Until 15/03/2021			Not necessary	Not necessary	Not necessary	Not necessary
3.7) Providing and implementing of platform which can be opened by browser to present the information	IK	Until 31/03/2021	Not necessary		Not necessary	Not necessary	Not necessary	Not necessary

IO2

- Development of prototype for tool
- Conducting usability study
- Improvements and adjustments of tool
- Final development and creation of tool
- Showcasing the tool

Tasks	Who?	Deadline	UPB (P1)	IK (P2)	UPIT (P3)	WSEI (P4)	UD (P5)	UDIMA (P6)
IO2: Creator Tool Development (Leading partner: IK)	All partners	01-10-2020 to 31-07-2022						
Activity 1: Graphics and UI design								
1.1) Discussion of the graphics and developing the basis for the user-experience and usability	All partners	Until 31/07/2021						
1.2) Evaluation of discussion results	IK	Until 31/08/2021	Not necessary		Not necessary	Not necessary	Not necessary	Not necessary
1.3) Creation of the user interfaces and all graphics that built the system in whole	IK	Until 30/09/2021	Not necessary		Not necessary	Not necessary	Not necessary	Not necessary
Activity 2: Programming								
2.1) Creation of prototype	IK	Until 30/11/2021	Not necessary		Not necessary	Not necessary	Not necessary	Not necessary
Activity 3: Usability and user-experience test								
3.1) Creation of usability study and providing user-experience questionnaire	UPB	Until 30/11/2021		Not necessary	Not necessary	Not necessary	Not necessary	Not necessary
3.2) Providing the online platform for the adopted TAM questionnaire and the user-experience questionnaire	IK	Until 31/12/2021	Not necessary		Not necessary	Not necessary	Not necessary	Not necessary
3.3) Providing the questionnaires during the testing of the tool	UPB, UPIT, WSEI, UD, UDIMA	Until 28/02/2022		Not necessary				
3.4) Analysis of the questionnaire data and writing of report	UPB	Until 15/04/2022		Not necessary	Not necessary	Not necessary	Not necessary	Not necessary
Activity 4: Revision								
4.1) Based on results, improvements and adjustments of graphic	IK	Until 15/05/2022	Not necessary		Not necessary	Not necessary	Not necessary	Not necessary
Activity 5: Final development								
5.1) Final adjustments and final development	IK	Until 15/06/2022	Not necessary		Not necessary	Not necessary	Not necessary	Not necessary
Activity 6: Translation								
6.1) Translation of text elements that are displayed within the tool	UPB, UPIT, WSEI, UD, UDIMA	Until 15/06/2022		Not necessary				
6.2) Integration of translated text elements	IK, UPB	31/06/2022			Not necessary	Not necessary	Not necessary	Not necessary
Activity 7: Showcasing the tool								
7.1) Dissemination of tool	All partners	Until 31/08/2022						

IO3, IO4, IO5

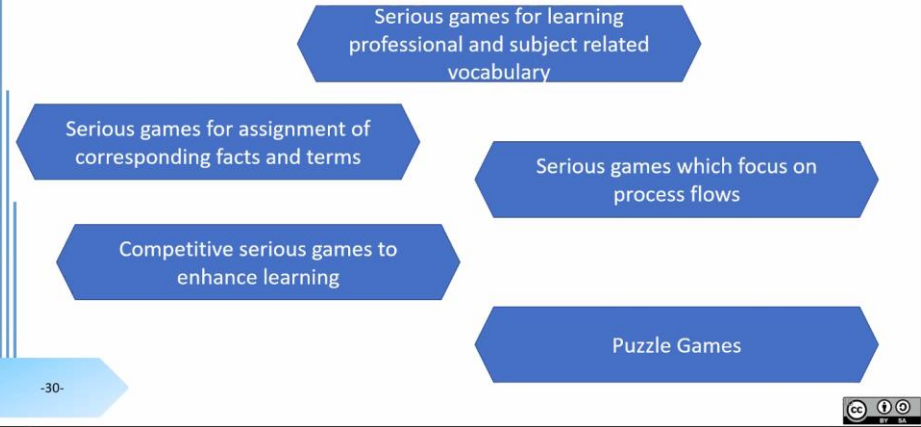- IOs have not been started. More information will follow!

Impressions: