



# **MATH**

## **Mountains of Absolutely Terrifying Height**

### **(2017-1-DE03-KA201-035644)**

#### **Kick-Off-Meeting**

These minutes include the main statements from the first MATH meeting in Paderborn (Germany). We had a great time with productive discussions.

**Tuesday, 20<sup>th</sup> of November 2017**

#### **A warm welcome the MATH partners**

- Rasmus and Marc opened the meeting with a warm welcome
- schedule of the meeting
- introduction and explanation about the current state of the MATH app
- project website available in English and German: <http://eduproject.eu/math/>

#### **Getting to know the partners**

- Every partner presents the own institution in a max. 5 minutes  
Power-Point presentation
- Schedule of the meeting



## The core ideas of MATH

### The MATH project

(Marc Beutner)

- Rationale, purpose, and aims of the project
- Role of the partners as per proposal
- Overview of the Intellectual Outputs and linkages
- Project Website

Discussion, and Q&A

- Even so, the partner discussed about the next project meeting. Maybe the next meeting will be in May in Berkovitsa in 2018

## Wednesday, 21<sup>st</sup> and 22<sup>nd</sup> of November 2017

### The core ideas of MATH - Part 2

#### IO1: all partners are responsible

- Research on curricular analysis
- desktop research
- In the desktop research the partners will do a literature review on MATH skills

Starting to write in December of 2018

### Administrative and financial information

IK presented the PROM (Project Management) tool and the structure of financial reporting. Finally, the administrative and financial information was stated. IK explained that the partners have to keep all information about the contracts, payment slips, etc. in a separate folder in their institution. Also, all travel documents and travel information (invoices, boarding passes, etc.) must be kept. For the documentation of the timesheets and the travel records the PROM Tool was presented (in case of a depth auditing)

The tool can be accessed at the following website:

<http://prom.eduproject.eu/>

The log-in is as follows:

The user name is the E-Mail-Address

Password: Will be send to all partners immediately after the meeting.



Furthermore, various costs types are important in MATH and have to be declared,  
In addition, the following needs to be prepared:

- Timesheets
- Pay slips
- Travelcost record
- Staff employment contracts

The partners agreed that they will insert all data in PROM and bring signed and stamped original with them to the next meeting in London.

### **Dissemination and exploitation**

- Publications, press articles/ partner presentations
- The valorizations plan and risk analysis
  
- The partners will use Skype as communication channel
  
- Project website, social media

Using: Facebook, Twitter and Instagram are the Social media channels the consortium chose to disseminate project information for the public

### **What is laying ahead of us?**

Fixed tasks:

- All: get familiar with a curricular analysis in your country about MATH
  
- Marc: create a reading list
  
- Tim: Give cloud access to everyone
  
- Marc: create Skype list
  
  
- All: Do research for IO1

At the end of the meeting, all partners conducted the meeting evaluation.