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PRotoTYPe – MINUTES OF THE MEETING

The title of the project: PRotoTYPe - Preventing School-Based Bullying by Creating Early Prevention Programme

Project number: 2021-1-PL01-KA220-SCH-000032708

Acronym: PRotoTYPe 4th Transnational Project Meeting

Host of the meeting: Olemisen Balanssia: Veli Elyak

Location: Turku, Finland

Date: 21st -22nd February, 2024

Attendees:

Oya Simsek Guler- OMEM, Bursa,

Pinar Unal Akpinar - OMEM, Bursa,

Prof. Ruchan Uz, Uludag University

Nihal Görür, - Hurriyet Anadolu Lisesi, Bursa

Hasan Cetin- Hurriyet Anadolu Lisesi, Bursa

Frank Hiddink- Open Education Community Foundation (Belgium)

Slavisa Tomic - Lusófona University

João Pedro Carvalho- Lusófona University

Teresa Popielak, Marzena Kisiel, Agnieszka Kowalska: Liceum Wojska Polskiego, Poland

DAY 1 – 21.02.2024

9:30 – 10:00 Welcome Session

The PRotoTYPe Meeting started at 9:30 with a warm welcome by the hosts and the presentation of the agenda for the project working days.

10:00 – 11:00 Project Management session and review of the final project outputs by the coordinator

The session started with the Prototype management issues discussed by the project coordinator and with the cooperation of the project partners. The participants were familiar with the outcomes of the project control made by the Polish National Agency and its requirements which were followed and applied during the project meeting.

MANAGEMENT ISSUES discussed during the meeting are as follows:

1. The Prototype Timesheets must be corrected according to the Polish NA requirements: the staff category must be specified: a trainer, a teacher, a coach etc. The number of working days and hours should be in relation to the project agreement.
2. OMEM- will create a youtube channel called Prototype and upload the animations/ games on the platform.
3. A manual of the guidance material- the project partners responsible for the task: Italy, Turkey (Hurriet), Poland. The guidance material covering main project results, manuals for the Bullying Prevention Programme and Computer Games, other findings connected with the project, should be designed and presented during the Multiplier Events. They can be issued in an online and digital version.
4. COFAC- will lead writing of the article on the project issues under the guidance of OMEM.
5. An electronic newsletter (1 in 6 months) will be designed by OMEM with the cooperation of all partners who will provide the content for the newsletter.
6. Language issues - PROTOTYPE projects results will be published in 5 languages on the project website. Language issues were considered during the meeting. The project language is still English.
7. eTwinning version on the European School Education Platform- discussing and solving the main problems with uploading the data on the platform.
8. A final report- the project coordinator informed the partners about the main project deadlines and asked for the cooperation during the report writing.

11:00 – 11:15 Coffee-break

11:15 – 12:15 School-Based Prevention Programme – Updated by OMEM

Pinar Unal Akpınar and **Oya Simsek Guler** from OMEM presented the updated version of the Prototype Prevention Programme and explained the programme layout. The issues of the partners' languages were explained and incorporated into the programme.

12:15 – 14:30 Lunch Break

14:30 – 15:30 Computer Games update and evaluation of the progress up to now

The participants explained the content of the project task which was distributed among the partners and their problems with uploading their descriptions to the project file. Our project host and game creator, **Veli Elyak** introduced the gamification requirements and explained the content needed to the game implementation.

15:30 – 16:15 Coffee-break

16:15 – 17:00 Quality management surveys for outputs and meetings

Frank Hiddink (Open Education Community Foundation, Belgium) presented and analysed the findings of the quality management surveys for the outputs and meetings. The surveys were prepared and conducted under the guidance of Frank Hiddink who is responsible for the project evaluation and quality management. The results of the surveys were satisfying, presenting both strengths and weaknesses of the project management.

17:00 Closing the meeting – conclusions.

DAY 2 – 22.02.2024

9:30 – 10:00 Welcome: a warm welcome by the hosts, a group discussion on the Finnish culture and tourist spots in Turku.

10:00 – 10:30 Dissemination of the project and Multiplier events

The coordinator reviewed the dissemination plan written by OMEM and presented during the 2nd Transnational Project Meeting in Lisbon. The main requirements and deadlines for the project dissemination were presented and discussed by the coordinator and our partners from OMEM.

The project coordinator presented the outline for the PProtoTYPe multiplier events which will be held in April 2024 in all project countries.

10:30 – 11:00 Social media and the project website for the PProtoTYPe

All the project partners were introduced the updated versions of the project website, project social media and asked for the cooperation.

11:00 – 11:20 Coffee-break

11:20 – 12:00 Evaluation of the project tasks up to now

Frank Hiddink presented the results of the evaluation of the project tasks conducted up to now and described the main findings.

Assessment and certificates: The certificates were distributed by the Finnish team.