

2019 EDUFI Weekly Meeting notes

Attendees

- Annica Moore Outi Kivipelto marcus caseliusTopias Kähärä Eva Neffling Minna Parviainen

EDUFI Internal plan of actions: [Mihin keskitymme kesä-marras 2019.pptx](#)

For follow-up: [Remote review in June 2019](#)

Meeting Agenda 31.10.2019

Deliverables

- Done

Avi

- Selvitettään monelta ja kuka
- Topias, Minna

Työpajat

- esitellään osaamisenkartoittamisen selvitystyötä
- html proto - miten oikeasti voisi auttaa sitä oppijaa
- miten non-formaalia ja informaalia osaamista voisi tuoda esiin

AMK-päivät, EduFutura Forum

Meeting Agenda 25.10.2019

- deliverable update
 - Deliverables: https://tt.eduuni.fi/sites/csc-compleap/_layouts/15/start.aspx#/SitePages/Home.aspx?RootFolder=%2Fsites%2Fcsc%2Dcompleap%2FShared%20Documents%2FDeliverables&FolderCTID=0x012000017D22A9EF309049A26A5530FE5F9D75&View=%7B0358A196%2DEBBF%2D46AB%2D847F%2D0933E3B2C382%7D
 - Sustainability plan: https://tt.eduuni.fi/sites/csc-compleap/_layouts/15/WopiFrame.aspx?sourcedoc={4BF4F444-6C01-429F-BABE-8E1E3CB003AE}&file=Deliverable_report_Del23_Sustainability%20plan.docx&action=default
 - Marcus and Outi to reserve slots for next week to compile annual report material
- upcoming workshop w unit
 - Mitä kaikkea vielä selvitetään? Mitä kaikki on vielä epäselvää?
 - Mitä kaikkea siitä on jo tehty Compparissa
 - Onko tilanne muuttunut sen jälkeen?
 - WP2
- upcoming karonkka

Meeting Agenda 17.10.2019

- Deliverable update
 - sustainability plan
 - workshops and hypothetical plans to cooperate with TEM ja selvitys
 - non existance of concrete plans
 - ideas from seminar
 - minister and political will
 - architecture to live on in concrete work
 - Antti to add text on architecture
 - Egle possibly on ethics and on what learners want and need
 - seminar
 - additional document
 - need to add consortium narrative to technical documentation and unite different formats in technical documentation
- Internal comms update
 - + next unit workshop

How would you like to see the project results live on?

Meeting Agenda 03.10.2019

Week	Items	Who	What has been done	What needs to be done	Present
	Coordination, admin and updates	Annica			
	Case Study / WP2	Eva			
	Events & Comms	Minna		Webinar on piloting Fri 4.10.	
	Prototype development	Marcus & Outi			
	Piloting	Topias	Deliverables D27-29 sent to the commission on Mon 30.9.		
	AOB				

Meeting Agenda 19.9.2019

Week 38	Items	Who	What has been done	What needs to be done	Present
19 Sept 2019 at 9.00	Coordination, admin and updates	Annica		Clean and update Wiki Kustannushyötyanalyysi	
	Case Study / WP2	Eva Neffling	https://wiki.eduuni.fi/x/JlnbBg	Set a meeting about the architecture with Europass	
	Events and Comm WP2	Minna Parviainen	EDUFI - Plan for the Internal Communication		
		Marcus & Outi		Link to Summary in Finnish on what has been produced Outi Kivipelto Ylläpitosuunnitelma Merjan kanssa	
	Piloting	Topias Kähärä	18092019 Innove // Tallinn, Estonia)	Croatia	
	Sustainability plan Future plans	All	Sustainability plan actions / Topias Kähärä		
	AOB				

Meeting Agenda 12.9.2019

Week 37	Items	Who	What has been done	What needs to be done	Present
12 Sept 2019 at 9.00	Coordination, admin and updates	Annica	Planning for what next	Make a draft of "jatkosuunnitelma" for Ulla	
	Case Study / WP2	Eva Neffling	Next steps: https://wiki.eduuni.fi/x/JlnbBg	Set a meeting about the architecture with Europass	
	Events WP2	Minna Parviainen	Seminar Feedback	Internal comms check list: EDUFI - Plan for the Internal Communication	
	Prototype development	Marcus & Outi	Link to Summary in Finnish on what has been produced Outi Kivipelto Link to Ylläpitosuunnitelma:		

Piloting	Topias Kähärä	Link to Estonian : (18092019 Innove // Tallinn, Estonia) Link to Croatia Eva Neffling REDU training session on Friday	
Sustainability plan	Annica / Topias	Sustainability plan actions / Topias Kähärä	Actions taken/to be taken to be explored To-do-list to be made (on Fri probably) next week full speed ahead
Comms	Minna Parviainen	Plan for Internal Communication	

Meeting Agenda 5.9.2019

Week 33	Items	Who	What has been done	What needs to be done	Present
05 Sept 2019 at 9.00	Coordination, admin and updates	Annica	Impact evaluation study, joint EDUFI answers: Topias Kähärä	Outi/Eva to plan how to workshop w team	
	Case Study / WP2	Eva Neffling	Next steps: https://wiki.eduuni.fi/x/JInbBg	Set a meeting about the architecture with Europass Set the date for the workshop in Croatia Make a draft of "jatkosuunnitelma" for Ulla	
	Events WP2	Minna Parviainen	Seminar Feedback	Internal comms check list: EDUFI - Plan for the Internal Communication	
	Prototype development	Marcus & Outi	Link to Summary in Finnish on what has been produced Outi Kivipelto :	Link to Ylläpitosuunnitelma:	
	Piloting	Topias Kähärä	Link to Estonian : (18092019 Innove // Tallinn, Estonia) Link to Croatia Eva Neffling REDU training session on Friday	Estonian deployment agenda to be planned, 12.9. with Kivirüüt IES to Webropol today afternoon, then one final check and into orbit Next week D29 into full gear	
	Sustainability plan	Annica / Topias	Sustainability plan actions / Topias Kähärä	Actions taken/to be taken to be explored To-do-list to be made (on Fri probably) next week full speed ahead	
	Comms	Minna Parviainen	Plan for Internal Communication		

Meeting Agenda 29.08.2019

Week 33	Items	Who	What has been done	What needs to be done	Present
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29 Aug 2019 at 9.00	Coordination, admin and updates	Annica	Impact evaluation study, joint EDUFI answers Commission / amendment thematic unit meetings planned Planning for Unit meetings (Sept and Nov) could be tied to ministry planning process	Tavoitteet hankeen loppuun? Outi/Eva to plan how to workshop w team	Annica, Eva, Topias, Minna, Outi
	Case Study / WP2	Eva	How to proceed - plan Case Study updated	Set a meeting about the architecture with Europass	
	Events & Comms	Minna	Invitations sent, yay	Internal comms check list	
	Prototype development	Marcus & Outi	Summary in Finnish on what has been produced - Minna to also comment on readability and how to communicate	Ylläpitosuunnitelma	
	Piloting	Topias	Estonian (Topias) Croatia (Eva) WP4 new person from Gradia - analyses answers to our counsellor survey D31-32 In Oulu, OSAO carries out the piloting with VALMA students Antti K meets with OSAO next week	REDU training session on Friday Estonian deployment agenda to be planned IES translated + formatted ready by 4.9., then checked and filled out to Webropol Set date and place for the workshop in Croatia	
	Sustainability plan	Annica / Topias	Sustainability factors recognized	Actions taken/to be taken to be explored	

Meeting Agenda 22.08.2019

Week 33	Items	Who	What has been done	What needs to be done	Present
22 Aug 2019 at 9.00	Coordination, admin and updates	Annica	Description for commission on amendment sent today New date for thematic unit meeting 5.11. Planning for Unit meetings (Sept and Nov) could be tied to ministry planning process	Impact evaluation study, joint EDUFI answers : CompLeap self evaluation concept FINAL_561944150.docx Omistajatapaamiset/OPH beginning in Sept - what should be brought to the table for CompLeap	Annica
	Case Study / WP2	Eva	Instruction texts for prototypes done and sent New contact from Croatia. All updates here: https://wiki.eduuni.fi/x/Tz9LBg	Set up a date and place for the deployment in Croatia	
	Events & Comms	Minna	Lauri Järvilehto key note		
	Prototype development	Marcus & Outi	Plans for potential new developments devised with Petri	Ylläpitosuunnitelma	
	Piloting	Topias	Estonian deployment programme and invitations finalised Croatia dates and plans advancing	More piloting training for Redu	
	Sustainability plan	Annica / Topias			

Meeting Agenda 15.08.2019

Week 33	Items	Who	What has been done	What needs to be done	Present
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15 Aug 2019 at 9.00	Coordination, admin and updates	Annica	Impact evaluation study implementation plan finalised Yksikön temaatiseen kokoukseen Karvin arviointi	Finalise budget for final 6 months Spend money	Annica
	Case Study / WP2	Eva		Next meeting Commision	
	Events & Comms	Minna	New video on the way	Final seminar programme finalised	
	Prototype development	Marcus & Outi	Plans for potential new developments devised with Petri	Ylläpitosuunnitelma	
	Piloting	Topias	2nd counsellor webinar on Fri 16.8. Estonian deployment planning still ongoing		
	Sustainability plan	Annica / Topias	Ostetaanko sisältöjä/määrittelyjä Reaktorilta?		

Meeting Agenda 08.08.2019

Week	Items	Who	What has been done	What needs to be done	Present
	Coordination, admin and updates	Annica	Commission feedback delivered and discussed with developers	Developers to provide input and changes as required.	Minna, Topias, Annica
	Case Study / WP2	Eva	Meeting today with Mika Launinkari		
	Events & Comms	Minna	Speakers defined and being contacted	Programme finalised	
	Prototype development	Marcus & Outi			
	Piloting	Topias	Webinar coming up with piloting partners.	Estonia workshop 18.9.	
	AOB				

Meeting Agenda 27.6.2019

Week	Items	Who	What has been done	What needs to be done	Present
	Coordination, admin and updates	Annica			
	Architecture	Pauli			
	Reference Groups & Comms	Eva	Final seminar 14.10.: Save the date-msg sent to the reference group Sauna facilities ordered for the networking event (Paasivuorenkatu 3)		
	Prototype development	Marcus & Outi	Work continues on the report on what has been done during the project (for internal use of the EDUFI unit)	Work continues on the report on what has been done during the project (for internal use of the EDUFI unit)	

Piloting	Topias	<p>Contacts to Estonia established</p> <p>Groningen slides soon in order</p> <p>The lack of piloting results from June has taken a turn, ~10 responses this week</p> <p>Impact Evaluation Study subcontracted from Karvi</p> <p>(CSC and Gradia will continue working with the study)</p>	<p>EST: next step planning date, time and additional audience for int.depl.workshop</p> <p>Search for Swedish contacts</p>
AOB			

Meeting Agenda 20.6.2019

Week 20	Items	Who	What has been done	What needs to be done	Present
20 Jun 2019 at 9.00	Coordination, admin and updates	Annica	<p>Retro held with developers</p> <p>Financial reports</p>	Commission feedback last week of June; Annica to return to work 1.-2.7.	
	Architecture	Pauli		Deployment workshop in Groningen	
	Reference Groups & Comms	Eva	<p>Final seminar outing planned</p> <p>Oodi: Compleap represented at Onni oppia ja ilo osata / Eva and Topias</p> <p>Europass meeting preparations</p>	<p>Final seminar preparations</p> <p>Sustainability plan/jatko-hanke</p>	
	Prototype development	Marcus & Outi			
	Piloting Deployment	Topias	OSAO piloting found difficult	Trying to solve piloting with study groups	
	AOB				

Meeting Agenda 13.6.2019 : Reporting, Deployment, proto development

Week 20	Items	Who	What has been done	What needs to be done	Present
13 Jun 2019 at 9.00	Coordination, admin and updates	Annica	<p>Reports Sent</p> <p>Retro held</p> <p>Timeline for rest of project created with division of labour</p>	Financial reports	
	Architecture	Pauli			
	Reference Groups & Comms	Eva	Final seminar outing planned	<p>Europass meeting preparations</p> <p>Final seminar preparations</p> <p>Oodi: Compleap represented at Onni oppia ja ilo osata / Eva and Topias</p>	
	Prototype development	Marcus & Outi	<p>Proto done! AMK suggestions done!</p> <p>Last demo held</p>	<p>Competencies into proto</p> <p>Piloting results to WP3</p> <p>Retro with developers on Wednesday</p>	
	Piloting Deployment	Topias	Piloting - no results in!		
	AOB			<p>Outi: starting Report on what has been done in Finnish for OPH</p> <p>Jatkohanke/sustainability plan synergies, Eva to lead.</p>	

Meeting Agenda 23.5.2019 : Reporting, Deployment, proto development

Week 20	Items	Who	What has been done	What needs to be done	Present
23 May 2019 at 9.00	Coordination, admin and updates	Annica	Annica read all reports Eva unified fonts and content Reports to signal what is ready by 31.5. Steering committee comments integrated 27.-29.5.		
	Architecture	Pauli	Architecture presentation integrated in reporting		
	Reference Groups & Comms	Eva / Kiira	Reporting Status - help needed? Europass	OPH messut Final seminar	
	Prototype development	Marcus & Outi	Proto pretty much done! Selection of upcoming tasks for June August <ul style="list-style-type: none"> • Teppo: AMK suosituksset • Petri: Profile, open badges • Data from Oulu not usefull yet <ul style="list-style-type: none"> ◦ Possibilities for showing competencies 		
	Piloting Deployment	Topias	Piloting started, first results in!		
	AOB				

Meeting Agenda : Reporting, Deployment, proto development

Week 20	Items	Who	What has been done	What needs to be done	Present
16 May 2019 at 9.00	Coordination, admin and updates	Annica		Annica reads all reports Eva to unify fonts and content Reports to signal what is ready by 31.5. Steering committee comments integrated 27.-29.5.	
	Architecture	Pauli	Architecture presented in Köln - new approach for Germany Negotiation held on international deployment in Germany		
	Reference Groups & Comms	Kiira		Need for video on final product	
	Prototype development	Marcus & Outi		Selection of upcoming tasks for June August <ul style="list-style-type: none"> ▪ Teppo: AMK suosituksset ▪ Petri: Profile, open badges ▪ Data from Oulu not usefull yet <ul style="list-style-type: none"> ▪ Possibilities for showing competencies ▪ Needs to be discussed with Steering committee 	
	Piloting deployment	Topias		Deployment in Germany very challenging Possible deployment in Estonia	
	AOB				

Meeting Agenda : Status on reporting 9.5.2019

- For Steering Committee 13.5. :
 - [Detailing the criteria adopted for selecting key functionalities to be developed in the Beta version \(Outi Kivipelto marcus caselius\)](#) tomorrow first version -
 - [Developing a detailed plan for the piloting of the Beta prototype \(Topias Kähärä\)](#)
 - [Developing a detailed deployment plan of the Beta prototype \(Topias Kähärä\)](#)
 - [D26 Three prototypes \(marcus caselius Outi Kivipelto\)](#)
 - Kolme protoa esiteltynä

By the end of May:

- [D20 Running prototypes in cooperation with WP3](#) (Outi Kivipelto marcus caselius)
 - Invision, HTML ja beta
- [D21 Feedback and specifications to user scenarios](#) (Kiira Noponen)
- [D24 Open source code for all components, including example code \(EDUFI\)](#)
- [D25 Technical documentation, including glossary, model and architecture](#) (Tekninen dokumentaatio Reaktor, ja arkkitehtuuri: [Pauli Sutelainen](#))

Meeting Agenda 2.5.2019

Week	Items	Who	What has been done	What needs to be done	Present
02 May 2019 at 9.00	Coordination, admin and updates	Annica	Financial and progress reporting AMKE-presentation	Financial and progress reporting Collogne meeting participation (Topias, Annica) July Workshop with Europass? Presenting prototype and collecting information.	
	Architecture	Pauli			
	Reference Groups & Comms	Kiira	DL21 still in progress. Demo preparations.	News letter for OPH ammatillinen uutiskirje DL 6.5.	
	Prototype development	Marcus & Outi	Progress meeting with Abhi on Esco competence visualisations	Additional document detailing the criteria adopted for selecting key functionalities to be developed in the Beta version: https://tt.eduuni.fi/sites/csc-compleap/_layouts/15/WopiFrame.aspx?sourcedoc={3021CD46-5CDE-480F-899A-6B10C724F689}&file=Additional%20information%20on%20the%20beta%20prototype.docx&action=default	
	Piloting	Topias	Planning the piloting process more concretely Preparations for the start of piloting + piloting training	Additional document for piloting and deployment - work still in progress Blog post on CompLeap piloting out during May https://tt.eduuni.fi/sites/csc-compleap/_layouts/15/WopiFrame.aspx?sourcedoc={2DE51DBD-5700-4A68-8FFF-ECE1950DB7B5}&file=Deployment%20plan%20of%20the%20beta%20prototype%20(WP4).docx&action=default (template, yet to transfer data on this document)	
	AOB			1. Timetables relating to deliverables 2. Köln and other upcoming trips	

Action items



Meeting Agenda

1. Division of work relating to deliverables
2. Köln and other upcoming trips

Week	Items	Who	What has been done	What needs to be done	Present
	Coordination, admin and updates	Annica		Deliverables: Toukokuun 13.päivään mennessä pitäisi saada ohjausryhmälle: <ul style="list-style-type: none"> • mid-term reviewn edellyttämät additional documentit: <ul style="list-style-type: none"> ◦ Detailing the criteria adopted for selecting key functionalities to be developed in the Beta version ◦ Developing a detailed plan for the piloting of the Beta prototype (WP3) ◦ Developing a detailed deployment plan of the Beta prototype (WP4) • D26 Three prototypes Lisäksi toukokuun loppuun mennessä meidän pitää toimittaa seuraavat deliverablet joita ei ole tarpeen kierrättää ohjausryhmän kautta: <ul style="list-style-type: none"> • D20 Running prototypes in cooperation with WP3 (EDUFI) • D21 Feedback and specifications to user scenarios (EDUFI) • D24 Open source code for all components, including example code (EDUFI) • D25 Technical documentation, including glossary, model and architecture (EDUFI) 	Eva Annica
	Architecture	Pauli			

Reference Groups & Comms	Kiira		
Prototype development	Marcus & Outi		Tutustumisen arvoinen esimerkki tuotettavasta dokumentatiosta: Europass e-portfolio Background document Europass_background-info_e-portfolio (002).pdf
Piloting	Topias		
AOB			

Week	Items	Who	What has been done	What needs to be done	Present
04 Apr 2019 at 9.00	Coordination, admin and updates	Annica	AuroraAI plans comments New monthly reporting needs Eva starting next week <ul style="list-style-type: none"> Europass case study documentation research supporting WP3 when needed 	WP leader meeting on monday, updates needs from all on what has been done.	Annica Marcus Topias Pauli
	Architecture	Pauli	Meeting today on future architecture needs		
	Reference Groups & Comms	Kiira	Starting plans for Skills Week/Dare to Learn autumn 2019		
	Prototype development	Marcus & Outi	Today: What Oulu can achieve - meeting	Meeting and cooperation w Ulla and Annika regarding synergies with Kipinä	
	Piloting	Topias	Workshop in Levi on what is being piloted and with what kind of user profiles - 4 different profiles	Levi next week Our associate partners have a good understanding on what they will hands on be doing in piloting <ul style="list-style-type: none"> measuring impact during Q&A 	
	AOB				

Action items

- ☐
- ☐

Week	Items	Who	What has been done	What needs to be done	Present
28 Mar 2019 at 9.00	Coordination, admin and updates	Annica			Marcus Outi Topias Pauli Annica
	Architecture	Pauli	OKM, EDUFI, Associate partners done.	TEM next	
	Reference Groups & Comms	Kiira	DL21 drafting / Dare to learn possibilities/Skills week		
	Prototype development (WP3)	Marcus & Outi	Discussion on competence mapping, and needs for further discussion with developers		
	Piloting	Topias			
	AOB				

Action items

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- ☐

Week	Items	Who	What has been done	What needs to be done	Present
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21 Mar 2019 at 9.00	Coordination, admin and updates	Annica	Financial reporting Financial follow up of subcontracting	Preparing fro reporting	
	Architecture	Pauli		Ratkaisuarkkitehtuuri/ piirrokset toukokuun raportointiin siitä mitä tehty	
	Reference Groups & Comms	Kiira	Demo marketing Good news from finland	Documentation of feedback Feedback and specifications to user scenarios from reference group by May - how?	
	Prototype development	Marcus & Outi	User needs for piloting	Documentation of decision making Content: WP3 Deliverables The information needed for "Palvelukortti" needs to also be added in English here: Technical Documentation	
	Piloting	Topias	Planning the documentation of piloting		
	AOB				

Action items



Week	Items	Who	What has been done	What needs to be done	Present
14 Mar 2019 at 9.00	Coordination, admin and updates	Annica	Deliverables ready Amendment next Eva to start April	Decision who goes to Levi from EDUFI ▪ Topias	
	Architecture	Sami / Pauli	Piloting at EDUFI ▪ what is needed from team?		
	Reference Groups & Comms	Kiira	Deliverables finalisation / Good news Finland Blog 15.3. Deadline.		
	Prototype development	Marcus & Outi	Update on division of work Dailies Teppo to start when needed		
	Piloting	Topias	Designing and organising the 14.3. workshop		
	AOB				

Action items

- ☐ [marcus caselius](#) to contact U Oulu, and coordinate joint Analytics creation **15 Mar 2019**
- ☐ [Annica Moore](#) to contact Reaktor on future dev needs
- ☐

Week	Items	Who	What has been done	What needs to be done	Present
07 Mar 2019 at 9.00	Coordination, admin and updates	Annica			
	Architecture	Sami / Pauli			
	Reference Groups & Comms	Kiira	Deliverable18 work.		
	Prototype development	Marcus & Outi			

Piloting	Topias	Further development on the piloting plan	
		Discussion on the agenda at Levi: possibility of using the workshop for piloting training for associate partners	
AOB			

- Share what has been done, prioritize and plan the next week.

Week	Items	Who	What has been done	What needs to be done	Present
28 Feb 2019 at 9.00	Coordination, admin and updates	Annica			
	Architecture	Sami / Pauli			
	Reference Groups & Comms	Kiira	Webinar preparations and realisation, reporting.		
	Prototype development	Marcus & Outi			
	Piloting	Topias			
	AOB				

Action items



Week	Items	Who	What has been done	What needs to be done	Present
21 Feb 2019 at 9.00	Coordination, admin and updates	Annica	Modified project plan - meeting on budget transfers 25th February	Go through Review feedback, and we'll return to it next week: ECOCT2016-CompLeap-Interim review report_A.pdf	Outi Marcus Ulla Topias Annica
	Architecture	Sami /Pauli			
	Reference Groups & Comms	Kiira	Revision of Project Pland again RG demos -Wiki updates and comm. Materials for 26th webinar	Documentation on user scenarios? TBS	
	Prototype development	Marcus & Outi	Kälsuunnitelmat ongoing Not going forward with Foredata		
	Piloting	Topias	Work on piloting and deployment plan Developers now on same page regarding piloting and deployment	Work on piloting and deployment plans continues and will be included in the project roadmap, even though more detailed versions of said documents will be created by M18 (new deadline).	
	AOB				

Week	Items	Who	What has been done	What needs to be done	Present
14 Feb 2019 at 9.00	Coordination, admin and updates	Annica	Discussions with Oulu on reallocation and redistribution of work definiton of analytics prototype		
	Architecture	Sami /Pauli	Intro held with pauli Availability of Sami?		
	Reference Groups & Comms	Kiira	Finalising HTML descriptions	Need to think of new ways to gain feedback from reeferencegroups - prio 1 now last webinar, moving to new phase of demos	

Prototype development	Marcus & Outi	Work plan into Wiki	Marcus and Outi to constantly communicate demo substance and why participate <ul style="list-style-type: none"> especially: associate partners and project team From march, short demo every 2nd week 10.30 Fridays May / August proto to e defined by Friday
Piloting	Topias		Strengthening link between WP3 and WP4 , participating also on WP3 weekly
AOB			

Action items

- ☐ [marcus caselius](#) to describe Demos **15 Feb 2019**
- ☐ [Outi Kivipelto](#) [marcus caselius](#) to describe what is created by may and what by august **15 Feb 2019**
- ☒ Topias Kähärä to translate work plan 15 Feb 2019
- ☐

Week	Items	Who	What has been done	What needs to be done	Present
Week 6 (date of meeting TBD)	Coordination, admin and updates	Annica	requirements from Lux meeting: <ul style="list-style-type: none"> re-write work plan for project reallocate work between partners refine deliverables 		
	Architecture	Sami	New "ratkaisuarkkitehti Pauli starting in project		
	Reference Groups & Comms	Kiira			
	Prototype development	Marcus & Outi	Workshops with Reaktor to refine what they are focusing on		
	Piloting	Topias	<ul style="list-style-type: none"> Started working for the project and WP4 "T1.3 Pilot the learner plan" -task description under WP4 updated Translating and developing the piloting plan started had a situation report meeting on WP4 with Tarja and Jaana from Gradia 	<ul style="list-style-type: none"> Roadmap on actions to be taken Division of labour on future WP4 work with Tarja on Wed 13.2. Start designing the plan and report on international deployment of the concepts 	
	AOB				

Week	Items	Who	What has been done	What needs to be done	Present
24 Jan 2019 at 9.00	Coordination, admin and updates	Annica			
	Architecture	Sami	<ul style="list-style-type: none"> Piloting plan being developed, needed OK from EDUFI and MinEDU first Aurora & CompLeap meeting to see whether CompLeap architecture fits with Aurora architecture Aurora proto, skype chatbot - osaamisbotilta tunnarit 		
	Reference Groups & Comms	Kiira	Preparations for Educa2019. CompLeap proto testing 25.1. 11-12 and 26.1. 10-11.	Next reference group topic to be decided.	
	Prototype development	Marcus & Outi	First draft of työsuunnitelma Friday <ul style="list-style-type: none"> Koski-team / Reaktor 	Foredata Monday / is it possible to utilise as part of Opintopolku	
	Piloting	Riku			
	AOB		Reference Group next webinar		

Action items



Week	Items	Who	What has been done	What needs to be done	Present
	Coordination, admin and updates	Annica			
	Case Study / WP2	Eva		Present at final seminar	
	Events & Comms	Minna			
	Prototype development	Marcus & Outi			
	Piloting	Topias			
	AOB				

Week	Items	Who	What has been done	What needs to be done	Present
	Coordination, admin and updates	Annica			
	Architecture	Sami			
	Reference Groups & Comms	Kiira			
	Prototype development	Marcus & Outi			
	Piloting	Topias			
	AOB				

Action items

