

ITKNe - Weekly Project Management Team Meeting – 31 March

Present: Laurence Tamatea, Keita Takayama, Cathryn McCormack, Lynne Chapman

ITEM	WHO	TARGET DATE	STATUS	NOTES	TO DO IN COMING WEEK
Complete detailed project plan	Laurence Tamatea, Keita Takayama and Cathryn McCormack (Project Management Team)	31 Mar 2011	In Progress	<ul style="list-style-type: none"> Draft attached When draft approved it can be posted in WikiEducator for comment by Project Partners 	<p>Laurence</p> <ul style="list-style-type: none"> Review Mission statement in WikiEducator Review project plan and approve posting <p>Keita</p> <ul style="list-style-type: none"> Review Mission statement in WikiEducator
Establish communication strategies	Laurence Tamatea and Cathryn McCormack	31 Mar 2011	In Progress	<ul style="list-style-type: none"> Send weekly update email Initial network building F2F meeting Meetings via Adobe Connect; monthly meeting 	<p>Cathryn</p> <ul style="list-style-type: none"> Prepare weekly email
Reference group	“			<ul style="list-style-type: none"> Robyn Muldoon no longer available, suggested TLC replacements are Melanie Fleming, Ingrid Wijeyewardene or Helen Fraser The NUS rep is also no longer available Decision to recruit a wider range of members, recommendations to be considered next week 	<p>Laurence and Keita</p> <ul style="list-style-type: none"> Investigate external potential new members and bring names to next meeting
Organise first meeting of the Reference Group	Cathryn McCormack	31 Mar 2011	In Progress	<ul style="list-style-type: none"> Agenda for first meeting Consider detailed project plan and evaluation plan and provide feedback Establish communication protocols between group and project leader 	

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Research	Laurence Tamatea and Keita Takayama	31 Mar 2011	In Progress	<ul style="list-style-type: none"> • Prepare baseline questionnaire • Obtain ethics approval for baseline questionnaire and other research data collection • Partners to provide authorisation • Research data storage in ClockingIT 	Keita <ul style="list-style-type: none"> • Report on progress • Nominate any tasks where PM/RA can assist
Commence research	Laurence Tamatea and Keita Takayama	15 Apr 2011	Not started	<ul style="list-style-type: none"> • Distribute baseline questionnaire • Plan how ongoing literature review will be undertaken and made available to partners 	
Develop risk management plan	Laurence Tamatea and Cathryn McCormack	31 Mar 2011	In Progress	<ul style="list-style-type: none"> • Identify risks to the project and plan mitigation 	
Refine dissemination plan and network building strategies	Laurence Tamatea and Cathryn McCormack	31 Mar 2011	In Progress	<ul style="list-style-type: none"> • Seminars at partner unis as part of initial F2F meeting • Monthly newsletter (1 or 2 A4 pages) • Opportunities as project partners go to international conferences (poster/flyers to introduce project) • Identifying staff who have contacts with international universities, e.g. UNE-Wuxi • International Master of Ed/PhD students • Membership information in WikiEducator • Set targets for network participation – (yet to be determined) • Work with graphic artist to develop project logo and branding 	Keita and Laurence <ul style="list-style-type: none"> • Consider appropriate targets for network participation Angela (Graphic artist) <ul style="list-style-type: none"> • Provide draft logos for consideration Friday 8 April Cathryn <ul style="list-style-type: none"> • Start to build membership page in WikiEducator •
Complete Evaluation Plan	Project Management Team and Lynne Chapman	31 Mar 2011	In Progress	<ul style="list-style-type: none"> • Develop detailed evaluation plan with evaluator • Develop and refine logic model • Refine output/outcome statements • Present plan to partners and reference group 	Lynne Chapman <ul style="list-style-type: none"> • Finalise employment details • Commence evaluation plan

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Schedule project meetings	Cathryn McCormack	31 Mar 2011	In Progress	<ul style="list-style-type: none"> Monthly via videoconference or as needed 	Cathryn <ul style="list-style-type: none"> Investigate using Adobe Connect for next Thursday
Plan and obtain agreement on Year 1 publications	Laurence Tamatea, Keita Takayama and Cathryn McCormack	31 Mar 2011	In Progress	<ul style="list-style-type: none"> Laurence already has some papers in preparation 	
Undertake research	Project partners	30 Apr 2011	Not started	<ul style="list-style-type: none"> Inform students about the research and encourage participation 	
Build website	Cathryn McCormack	30 Apr 2011	Not started	<ul style="list-style-type: none"> Establish planning page Establish project team profiles or link to existing profiles 	Cathryn <ul style="list-style-type: none"> Provide information about pages to partners Create links in WE to existing pages
Site visits with project partners	Laurence Tamatea and Keita Takayama	16 May 2011	Not started	<ul style="list-style-type: none"> Laurence: UWS, RMIT/Monash, CSU Keita: USQ, UQ, CQU; If he goes to Japan Laurence may do UQ and CQU Present draft collateral Discuss commitment to the project and tasks to be undertaken, e.g. collecting institutional information, feedback Discuss specific areas for which reflections and ideas will be requested Present website including detailed project plan and evaluation plan 	Laurence and Keita <ul style="list-style-type: none"> Contact project partners to schedule visits Book travel to partners
Site visits with project partners	Cathryn McCormack	16 Apr 2011	Not started	<ul style="list-style-type: none"> Prepare information pack for partners 	
Agree detailed Project Plan, including the mission and goals	Project Team	16 May 2011	Not started	<ul style="list-style-type: none"> The project plan will be available on WikiEducator for consultation during face to face meetings and will be discussed at the next team meeting Consider how curriculum needs to be modified to provide appropriate learning outcomes for both Education and ELICOS students 	Laurence Laurence to draft revised aims to reflect the inclusion of ELICOS students

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Agree detailed Evaluation Plan	Project Team	16 May 2011	Not started	<ul style="list-style-type: none"> • Ensure Lynne has access to WikiEducator evaluation page • The Evaluation Plan will be available on WikiEducator for consultation during face to face meetings and will be discussed at the next team meeting 	
Team meeting via videoconference	Project Team	16 May 2011	Not started	<ul style="list-style-type: none"> • Key team meeting to formalise above 	
Document partner commitments	Cathryn McCormack	30 May 2011	Not started	<ul style="list-style-type: none"> • Document partner commitments and tasks in website • Record agreed mission and goals in website 	
Reference group meeting via videoconference	Reference Group and Laurence Tamatea	23 May 2011	Not started	<ul style="list-style-type: none"> • Present agreed upon project plan, evaluation plan, partner commitments and progress report • Incorporate feedback as appropriate 	

Standing Items – Administrative

ITEM	CURRENT STATUS	COMMENTS	TO DO IN COMING WEEK
WikiEducator website (Project Public website) http://wikieducator.org/ITKNe	Introductory information posted based on information in application document	<ul style="list-style-type: none"> • Laurence and Keita to review • Laurence and Keita to create a login for themselves and either create or provide information for a profile page • Cathryn to do WikiEducator training in next available session • 	<ul style="list-style-type: none"> • Find out about locking down pages • Add research page

ITEM	CURRENT STATUS	COMMENTS	TO DO IN COMING WEEK
Project finance	First year funds available, institutional levy year 1 paid, no other funds expended	<ul style="list-style-type: none"> • Who is responsible in School of Ed for Finance One that Cathryn can liaise with? – Chris Ridley (RE account?) 	<ul style="list-style-type: none"> • Talk with Legal re contracts with partners • Prepare cash flow spreadsheet •
Project Mgt Team	Decide how project mgt team will operate	<ul style="list-style-type: none"> • Weekly meeting • This document updated weekly • To do list to be sent out to all participants 	<ul style="list-style-type: none"> • Update this document and circulate
News items for Project Partner News		<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Wikieducator site • If they create a login they'll get own page and we can link to it • Laurence/Keita coming to visit; dissemination opportunity,
Tasks outstanding		<ul style="list-style-type: none"> • Meeting notes from teleconference meetings • Prepare ppt intro for presentations/ web site 	<ul style="list-style-type: none"> •