

## Appendix 2

**Periodic report: from 1/12/2022 to 28/02/2023**

*Time4AlternativeCreativity in remote space*

### **PART A – A SUBSTANTIVE REPORT**

<b>Project's result</b>	<b>Description of activities carried out</b>
01	The members of the team checked really carefully the developed course about Google Meet application that was developed via Articulate 360 application by the coordinator. They provided feedback on the result and also proceeded with recommendations for corrections/ adjustments that should be done.
02	The members of the team contributed in the translation of the training material and activities that were developed by the Coordinator in Greek language. More specifically, the coordinator prepared two sets of courses delivered in a different mode, one online and one by using the traditional (face-to-face ) method of delivery.
03	Within the framework of IO3 the museum proceeded with the Verification of the data inserted in the Brochure with Good Practices for Cultural Institutions in canvas, and their alignment with those developed by the museum. After verifying the inserted data, the WP Leader prepared the brochure addressed the brochure with good practices in an online version through canvas. By using this tool, the member teams of the museum proceeded jointly with the other Greek partner (IciSDe) in the translation of the document. The translation was done within Canvas application where adjustments and modifications were made due to different formatting needs that arose due to translation purposes.
Management	<p>The activities that concern the management of the Agricultural and Ethnographic Museum of Aradossivia, Elassona (AEMA) during the seventh quarter of the project's life were as followed:</p> <ol style="list-style-type: none"> <li>1. Informing the Board of AEMA regarding the Time4AC project, its progress and the steps that need to further be done.</li> <li>2. Identification of human resources needed for project's effective implementation within the context of work among the three different Intellectual Outputs (IO1, IO2 and IO3)</li> <li>3. Allocation of tasks for the final check of the online courses about GOOGLE MEET developed within the framework of IO1</li> <li>4. Allocation of tasks for the translation of the training courses and the related activities developed within the framework of IO2, in Greek</li> <li>5. Allocation of tasks for the verification and translation of the</li> </ol>



	<p>Brochure with Good Practices addressed to cultural and creative industry institutions and developed within the framework of IO3, in Greek</p> <p>6. Coordination and management of the museum's team in order to support and facilitate the next and final steps of the project.</p>
Multiplier events, dissemination	
Monitoring and evaluation activities and results of the project	<p>Designing an Internal Communication plan among the work team members for monitoring the progress of activities and tasks. The tools used for this purpose are e-mail, telephone, skype, face to face meetings.</p> <p>Ensuring that all members have access to same database by using online tools for sharing files (dropbox, google drive etc)</p> <p>It has been also developed an Online project timetable and time schedule of activities in order to monitor the progress on time, of each activity.</p> <p>Developing of a hierarchical list of project activities in order to be possible the production of expected outcomes. The work breakdown and the recognition of possible unacceptable variations are essential in evaluating the projects results.</p>

**Deviations from schedule:**



28/02/2023

Date and signature



**Appendix 4**

***Time4AlternativeCreativity in remote space***

**MONTHLY TIME SHEET**

Partner: Agricultural- Ethnographic Museum of Aradossivia, Elassona (AEMA)

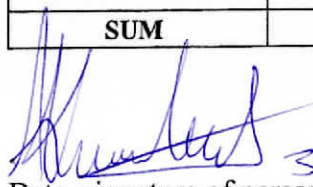
First name and last name: Konstantinos Akrivos

Profil of staff (researcher/teacher/technical) and No of Project's result: Researcher / IO1, IO3

Month/year: 12/2022

<b>Day</b>	<b>Number of hours</b>	<b>Short description of the activity</b>
01/12/2022	8	Finalization of the manual in the field of offer digitization which will make it possible to use modern tools when operating in the remote space(IO1)
02/12/2022	8	Finalization of the manual in the field of offer digitization which will make it possible to use modern tools when operating in the remote space (IO1)
06/12/2022	8	Verification of the data inserted in the Brochure with Good Practices for Cultural Institutions in canvas, and their alignment with those developed by the museum within the framework of IO3
07/12/2022	8	Verification of the data inserted in the Brochure with Good Practices for Cultural Institutions in canvas, and their alignment with those developed by the museum within the framework of IO3
09/12/2022	8	Verification of the data inserted in the Brochure with Good Practices for Cultural Institutions in canvas, and their alignment with those developed by the museum within the framework of IO3
12/12/2022	8	Verification of the data inserted in the Brochure with Good Practices for Cultural Institutions in canvas, and their alignment with those developed by the museum within the framework of IO3
14/12/2022	8	Translation of the Brochure with Good Practices for Cultural Institutions in Greek language along with IciSDe (IO3)

15/12/2022	8	Translation of the Brochure with Good Practices for Cultural Institutions in Greek language along with IciSDe (IO3)
16/12/2022	8	Translation of the Brochure with Good Practices for Cultural Institutions in Greek language along with IciSDe (IO3)
19/12/2022	8	Translation of the Brochure with Good Practices for Cultural Institutions in Greek language along with IciSDe (IO3)
<b>SUM</b>	<b>80</b>	

  
31/12/2022  
Date, signature of person responsible



Date, signature of Partner Coordinator  
31/12/2022  


**Appendix 4**

***Time4AlternativeCreativity in remote space***

**MONTHLY TIME SHEET**

Partner: Agricultural- Ethnographic Museum of Aradossivia, Elassona (AEMA)


First name and last name: Konstantinos Akrivos

Profil of staff (researcher/teacher/technical) and No of Project's result: Technician / IO1& IO2

Month/year: 12/2022

Day	Number of hours	Short description of the activity
07/12/2022	8	Within the framework of IO1 the museum proceeded with the development of scenarios and recording tutorial videos. The videos visualise the Google Meet application promoting the offer of cultural and creative sector institutions on the Internet and allow of the use of online tools facilitating this process. Reviews and adjustment of the prepared video about Google Meet application.
08/12/2022	8	Within the framework of IO1 the museum proceeded with the development of scenarios and recording tutorial videos. The videos visualise the Google Meet application promoting the offer of cultural and creative sector institutions on the Internet and allow of the use of online tools facilitating this process. Reviews and adjustment of the prepared video about Google Meet application.
09/12/2022	8	Within the framework of IO1 the museum proceeded with the development of scenarios and recording tutorial videos. The videos visualise the Google Meet application promoting the offer of cultural and creative sector institutions on the Internet and allow of the use of online tools facilitating this process. Reviews and adjustment of the prepared video about Google Meet application.
12/12/2022	8	Within the framework of IO2 the museum proceeded with Recording videos/taking photos with the elements of sign language for the glossary – around 20 videos with basic/polite expressions (e.g. good morning, thank you), around 30 videos with specific terms broken down into the subsequent stages of introducing the developed vocabulary

13/12/2022	8	Within the framework of IO2 the museum proceeded with Recording videos/taking photos with the elements of sign language for the glossary – around 20 videos with basic/polite expressions (e.g. good morning, thank you), around 30 videos with specific terms broken down into the subsequent stages of introducing the developed vocabulary
15/12/2022	8	Within the framework of IO2 the museum proceeded with Recording videos/taking photos with the elements of sign language for the glossary – around 20 videos with basic/polite expressions (e.g. good morning, thank you), around 30 videos with specific terms broken down into the subsequent stages of introducing the developed vocabulary
20/12/2022	8	Within the framework of IO2 the museum proceeded with Recording videos/taking photos with the elements of sign language for the glossary – around 20 videos with basic/polite expressions (e.g. good morning, thank you), around 30 videos with specific terms broken down into the subsequent stages of introducing the developed vocabulary
22/12/2022	8	Within the framework of IO2 the museum proceeded with Recording videos/taking photos with the elements of sign language for the glossary – around 20 videos with basic/polite expressions (e.g. good morning, thank you), around 30 videos with specific terms broken down into the subsequent stages of introducing the developed vocabulary
<b>SUM</b>	<b>64</b>	

31/12/2022   
Date, signature of person responsible



Date, signature of Partner Coordinator

31/12/2022



**Appendix 4**

***Time4AlternativeCreativity in remote space***

**MONTHLY TIME SHEET**

Partner: Agricultural- Ethnographic Museum of Aradossivia, Elassona (AEMA)

First name and last name: Konstantinos Akrivos

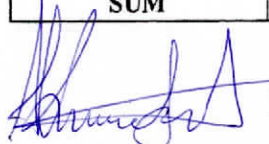
Profil of staff (researcher/teacher/technical) and No of Project's result: Researcher /IO2& IO3

Month/year: 01/2023

<b>Day</b>	<b>Number of hours</b>	<b>Short description of the activity</b>
05/01/2023	8	Within the framework of IO3 the museum proceeded with the translation into Greek language of the Brochure with Good Practices for Cultural Institutions along with the contribution of the other Greek partner (IciSDe)..
09/01/2023	8	Within the framework of IO3 the museum proceeded with the translation into Greek language of the Brochure with Good Practices for Cultural Institutions along with the contribution of the other Greek partner (IciSDe)..
13/01/2023	8	Within the framework of IO3 the museum proceeded with the translation into Greek language of the Brochure with Good Practices for Cultural Institutions along with the contribution of the other Greek partner (IciSDe)..
16/01/2023	8	Within the framework of IO3 the museum proceeded with the translation into Greek language of the Brochure with Good Practices for Cultural Institutions along with the contribution of the other Greek partner (IciSDe)..
17/01/2023	8	Within the framework of IO3 the museum proceeded with the translation into Greek language of the Brochure with Good Practices for Cultural Institutions along with the contribution of the other Greek partner (IciSDe)..

18/01/2023	8	Within the framework of IO3 the museum proceeded with the translation into Greek language of the Brochure with Good Practices for Cultural Institutions along with the contribution of the other Greek partner (IciSDe)..
19/01/2023	8	Within the framework of IO3 the museum proceeded with the translation into Greek language of the Brochure with Good Practices for Cultural Institutions along with the contribution of the other Greek partner (IciSDe)..
20/01/2023	8	Within the framework of IO3 the museum proceeded with the translation into Greek language of the Brochure with Good Practices for Cultural Institutions along with the contribution of the other Greek partner (IciSDe)..
23/01/2023	8	Within the framework of IO3 the museum proceeded with the translation into Greek language of the Brochure with Good Practices for Cultural Institutions along with the contribution of the other Greek partner (IciSDe)..
24/01/2023	8	Within the framework of IO3 the museum proceeded with the translation into Greek language of the Brochure with Good Practices for Cultural Institutions along with the contribution of the other Greek partner (IciSDe)..
25/01/2023	8	Translation of the Training courses and activities developed within the framework of IO2. These courses are addressed to institutions in the creative and cultural sector in a two different modes in a traditional and in an online version as well.
27/01/2023	8	Translation of the Training courses and activities developed within the framework of IO2. These courses are addressed to institutions in the creative and cultural sector in a two different modes in a traditional and in an online version as well.
30/1/2023	8	Translation of the Training courses and activities developed within the framework of IO2. These courses are addressed to institutions in the creative and cultural sector in a two different modes in a traditional and in an online version as well.

SUM	104	
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31/01/2023  
Date, signature of person responsible



Date, signature of Partner Coordinator

31/01/2023  

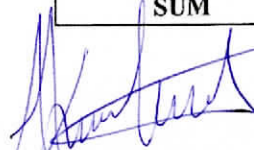

Appendix 4

*Time4AlternativeCreativity in remote space*

**MONTHLY TIME SHEET**

Partner: Agricultural- Ethnographic Museum of Aradossivia, Elassona (AEMA)  
 First name and last name: Konstantinos Akrivos  
 Profil of staff (researcher/teacher/technical) and No of Project's result: Researcher / IO3  
 Month/year: 02/2023

Day	Number of hours	Short description of the activity
22/02/2023	8	Finalization of the Brochure with Good Practices for Cultural Institutions in canvas along with ICiSDe
23/02/2023	8	Finalization of the Brochure with Good Practices for Cultural Institutions in canvas along with ICiSDe
24/02/2023	8	Finalization of the Brochure with Good Practices for Cultural Institutions in canvas along with ICiSDe
27/02/2023	8	Finalization of the Brochure with Good Practices for Cultural Institutions in canvas along with ICiSDe
28/02/2023	8	Finalization of the Brochure with Good Practices for Cultural Institutions in canvas along with ICiSDe
<b>SUM</b>	<b>40</b>	

  
 Date, signature of person responsible 22/2/2023



Date, signature of Partner Coordinator

28/02/2023



**Appendix 4**

***Time4AlternativeCreativity in remote space***

**MONTHLY TIME SHEET**

Partner: Agricultural- Ethnographic Museum of Aradossivia, Elassona (AEMA)

First name and last name: Konstantinos Akrivos

Profil of staff (researcher/teacher/technical) and No of Project's result: Technician / IO3

Month/year: 02/2023

<b>Day</b>	<b>Number of hours</b>	<b>Short description of the activity</b>
01/02/2023	8	Technical modification in CANVAS for the adjustment of the translated texts in Greek language.
02/02/2023	8	Technical modification in CANVAS for the adjustment of the translated texts in Greek language.
03/02/2023	8	Technical modification in CANVAS for the adjustment of the translated texts in Greek language.
06/02/2023	8	Technical modification in CANVAS for the adjustment of the translated texts in Greek language.
07/02/2023	8	Technical modification in CANVAS for the adjustment of the translated texts in Greek language.
08/02/2023	8	Technical modification in CANVAS for the adjustment of the translated texts in Greek language.
09/02/2023	8	Technical modification in CANVAS for the adjustment of the translated texts in Greek language.
10/02/2023	8	Technical modification in CANVAS for the adjustment of the translated texts in Greek language.
13/02/2023	8	Technical modification in CANVAS for the adjustment of the translated texts in Greek language.
14/02/2023	8	Technical modification in CANVAS for the adjustment of the translated texts in Greek language.
<b>SUM</b>	<b>80</b>	

28/2/2023

Date, signature of person responsible



Date, signature of Partner Coordinator

28/02/2023