

Appendix 2
Periodic report: from 1/9/2022 to 30/11/2022
Time4AlternativeCreativity in remote space
PART A – A SUBSTANTIVE REPORT

Project's result	Description of activities carried out
01	<p>Having already searched for the selection of digital offers provided to cultural organizations and businesses in general, the AEMA was held responsible for analyzing the digital application entitled "Google Meet". Following the template provided by the coordinator, the team members began with a search on the internet regarding specific details of the application, providing information about its operation, key features and detailed requirements for its effective and efficient establishment within a business. Other requirements in terms of hardware and compatible software were thoroughly searched and fully described. After finalizing the analytical description of the Google Meet Application, the development team proceeded with developing a scenario for the creation of tutorial videos that will help the end-users to fully understand how to use the application and earn the best advantages/ benefits of it.</p>
02	<p>After finalizing the development of dictionary with common phrases in the national sign language, the team of the Museum along with the team of the second Greek partner (the Institution) prepared a case study which consisted of a short text that someone uses when visiting a Folk Museum. Continuously, proceeded with the video recording of specific phrases and words included in this vocabulary by using different means of elements like sound, subtitles and a sign language interpreter showing how each word/ phrase of the vocabulary is used in the Greek sign language.</p>
03	
Management	<p>The activities that concern the management of the Agricultural and Ethnographic Museum of Aradossivia, Ellassona (AEMA) during the sixth quarter of the project's life were as followed:</p> <ol style="list-style-type: none"> 1. Informing the Board of AEMA regarding the Time4AC project, its progress and the steps that need to further be done. 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) 3. Allocation of tasks for the description of the digital



	<p>application “Google Meet” undertaken within the framework of IO1</p> <ol style="list-style-type: none"> 4. Allocation of tasks for the development of short case study and the translation in Greek language undertaken within the framework of IO2. 5. Allocation of tasks concerning the development of the scenarios for video recording the Google Meet application, for end-users. 6. Allocation of Tasks for developing videos with words/ phrases that will be used in the Greek version of the vocabulary addressed in Cultural Institutions within the framework of IO2 7. Preparation of the next meeting in Poland and finding the team members to attend it 8. Organization of the attendance in the meeting in Poland and preparation of supportive materials 9. Coordination and management of the museum’s team in order to support and facilitate the development and implementation of the project deliverables.
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>



Erasmus+

DK
Dobre Kadry
Centrum badawczo-szkoleniowe Sp. z o.o.

Deviations from schedule:



30/11/2022

Date and signature

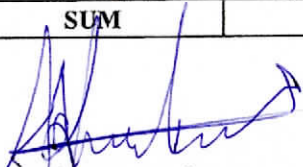
Appendix 4

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
 Month/year: 09/2022

Day	Number of hours	Short description of the activity
20/09/2022	8	Developing the content of the manual in the field of offer digitization which will make it possible to use modern tools when operating in the remote space.
23/09/2022	8	Developing the content of the manual in the field of offer digitization which will make it possible to use modern tools when operating in the remote space.
27/09/2022	8	Developing the content of the manual in the field of offer digitization which will make it possible to use modern tools when operating in the remote space.
28/09/2022	8	Developing the content of the manual in the field of offer digitization which will make it possible to use modern tools when operating in the remote space.
30/09/2022	8	Developing the content of the manual in the field of offer digitization which will make it possible to use modern tools when operating in the remote space.
SUM	40	


 Date, signature of person responsible 30/09/2022



30/09/2022
 Date, signature of Partner Coordinator



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Time4AlternativeCreativity in remote space

MONTHLY TIME SHEET

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

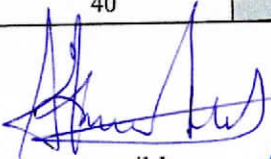
First name and last name: Konstantinos Akrivos

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

Month/year: 10/2022

Day	Number of hours	Short description of the activity
11/10/2022	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.
13/10/2022	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.
18/10/2022	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.
20/10/2022	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.
31/10/2022	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.

		stages of introducing the developed vocabulary.
SUM	40	

31/10/2022 
Date, signature of person responsible



Date, signature of Partner Coordinator

31/10/2022



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Time4AlternativeCreativity in remote space

MONTHLY TIME SHEET

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

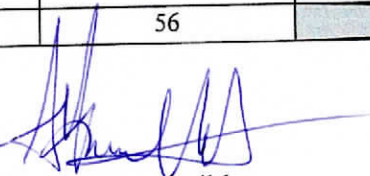
First name and last name: Konstantinos Akrivos

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

Month/year: 11/2022

Day	Number of hours	Short description of the activity
14/11/2022	8	Within the framework of IO1 the museum proceeded with the development of scenarios and recording tutorial videos (around 10). 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
16/11/2022	8	Within the framework of IO1 the museum proceeded with the development of scenarios and recording tutorial videos (around 10). 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
22/11/2022	8	Within the framework of IO1 the museum proceeded with the development of scenarios and recording tutorial videos (around 10). 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
25/11/2022	8	Within the framework of IO1 the museum proceeded with the development of scenarios and recording tutorial videos (around 10). 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
28/11/2022	8	Within the framework of IO1 the museum proceeded with the development of scenarios and recording tutorial videos (around 10). 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
29/11/2022	8	Within the framework of IO1 the museum proceeded with the development of scenarios and recording tutorial videos (around 10). 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
30/11/2022	8	Within the framework of IO1 the museum proceeded with the development of scenarios and recording tutorial videos (around 10). 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
SUM	56	

30/11/2022 
 Date, signature of person responsible



30/11/2022
 Date, signature of Partner Coordinator
