

# Agenda

## 3rd BasketALL Transnational Meeting

### Komotini, Greece

**Date:** 28th - 29th December 2024

**Location:** Democritus University of Thrace, Komotini, Greece

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#### DAY

**Date:** 28th December 2024

**Location:** Democritus University of Thrace, Komotini, Greece

**Start Time:** 10:00 AM

**End Time:** 4:00 PM

#### 10:00 AM - 10:05 AM | Welcome & Introduction (5 minutes)

- Overview of the meeting's purpose, agenda, and goals

#### 10:05 AM - 10:15 AM | Review of Project Progress & Milestones (10 minutes)

- Update on **BasketALL** application development
- Progress on **BasketALL** course and teaching materials
- Multimedia content updates (training videos, Open BasketALL platform)
- Discussion of completed and upcoming project milestones

#### 10:15 AM - 10:30 AM | Session 1: Designing the 2-Day "BasketALL" Pilot Course (15 minutes)

- Key components of the course:
  - **Training Guidelines:** Principles for effective delivery
  - **Goal Setting Techniques:** Structuring learner goals
  - **Wheelchair Games & Drills:** Ideas for 2, 4, and 6-player wheelchair basketball games
  - **Physical Conditioning on a Wheelchair:** Approaches for conditioning wheelchair athletes



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**10:30 AM - 10:45 AM | Session 2: Development of Teaching Materials & Open Platform (15 minutes)**

- Structure and content for the **Open BasketALL** platform
- Design and creation of multimedia materials, including training videos
- Assign tasks and responsibilities for material development
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**10:45 AM - 10:55 AM | Session 3: Usability Testing of the BasketALL Application (10 minutes)**

- Review of the current version of the **BasketALL** app
- Discussion on usability testing, feedback from partners, and potential improvements
- Ensuring readiness of digital materials for testing

**10:55 AM - 11:15 AM | Session 4: Planning the Pilot Course Events in Sofia and Komotini (20 minutes)**

- Final preparations for the pilot course events in **Sofia (BG)** and **Komotini (GR)**
  - Finalizing participant lists: 20 participants in Sofia, 60 in Komotini
  - Reviewing logistical details: venue, schedule, course setup
  - Assigning event management and coordination responsibilities

**11:15 AM - 11:25 AM | Conclusion & Next Steps (10 minutes)**

- Recap of key decisions and action points
- Final review of tasks and deadlines:
  - Adjustments to course content and materials
  - Testing and deployment of the **BasketALL** app
  - Confirming responsibilities for upcoming pilot courses

**11:25 AM - 11:30 AM | Closing Remarks (5 minutes)**

- Closing thoughts from the Project Coordinator
- Confirmation of the next meeting or follow-up steps

**11:30 AM - 12:30 PM | Lunch Break**

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## Refining, Testing, and Finalizing Course and Materials

**Date:** 28th December 2024

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**12:30 PM - 1:15 PM | Session 5: Finalizing the BasketALL Course Curriculum (45 minutes)**

- Review and refine the curriculum based on feedback
  - **Course Modules:** Finalize structure and content

- **Assessment & Feedback:** Defining evaluation methods for course participants
- **Instructor Guidelines:** Best practices for facilitating the course

**1:15 PM - 1:30 PM | Session 6: Review of Multimedia Materials (15 minutes)**

- Check the status of multimedia materials (videos, presentations)
- Discuss any updates needed for clarity, quality, and consistency
- Assign responsibilities for final production

**1:30 PM - 1:45 PM | Session 7: Final Testing of the BasketALL App (15 minutes)**

- Conduct final usability testing of the **BasketALL** app
- Collect feedback from participants and testers
- Address any issues or improvements needed before deployment
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**1:45 PM - 2:00 PM | Break**

**2:00 PM - 2:45 PM | Session 8: Event Planning for Pilot Course Launch (45 minutes)**

- Final event preparations for **Sofia** and **Komotini** pilot courses
  - Confirm participant and venue details
  - Finalize schedule and course flow
  - Discuss event logistics: transportation, materials, and team coordination
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**2:45 PM - 3:30 PM | Session 9: Risk Management & Contingency Plans (45 minutes)**

- Discuss potential risks and challenges for the pilot courses
- Develop contingency plans for issues like delays, low participation, or technical failures
- Assign responsibilities for crisis management

**3:30 PM - 3:45 PM | Session 10: Finalizing Project Timeline & Reporting (15 minutes)**

- Finalize the project timeline leading up to the pilot courses
- Discuss reporting expectations and milestones to be tracked
- Assign roles for post-event reporting

**3:45 PM - 4:00 PM | Closing Remarks (15 minutes)**

- Final thoughts and acknowledgments

**NETWORKING DINNER**

## Day 2

**Date:** 29th December 2024

**Location:** Democritus University of Thrace, Komotini, Greece

**Start Time:** 10:00 AM

**End Time:** 3:00 PM

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### 10:00 AM - 10:15 AM | Welcome & Recap of Day 1 (15 minutes)

- Overview of key decisions and action points from Day 1
- Address any open questions or outstanding issues from the previous day

### 10:15 AM - 11:00 AM | Session 8: Event Planning for Pilot Course Launch (45 minutes)

- Final event preparations for **Sofia** and **Komotini** pilot courses
  - Confirm participant and venue details
  - Finalize schedule and course flow
  - Discuss event logistics: transportation, materials, and team coordination

### 11:00 AM - 11:45 AM | Session 9: Risk Management & Contingency Plans (45 minutes)

- Discuss potential risks and challenges for the pilot courses
- Develop contingency plans for issues like delays, low participation, or technical failures
- Assign responsibilities for crisis management

### 11:45 AM - 12:30 PM | Session 10: Finalizing Project Timeline & Reporting (30 minutes)

- Finalize the project timeline leading up to the pilot courses
- Discuss reporting expectations and milestones to be tracked
- Assign roles for post-event reporting

### 12:30 PM - 1:00 PM | Lunch Break

### 1:00 PM - 1:45 PM | Session 11: Collaboration and Communication Strategy (45 minutes)

- Discuss internal and external communication strategies for the project



- Ensure seamless collaboration between teams for ongoing work
- Review tools and platforms for project updates, meetings, and documentation

**1:45 PM - 2:30 PM | Session 12: Feedback and Open Forum (45 minutes)**

- Open floor for final feedback, suggestions, and concerns
- Address any remaining questions regarding the project or pilot courses

**2:30 PM - 3:00 PM | Conclusion & Final Action Points (30 minutes)**

- Recap key decisions, action points, and responsibilities
- Review project timeline, confirming deadlines and deliverables
- Ensure clarity on roles for the next steps

**3:00 PM - 3:15 PM | Closing Remarks (15 minutes)**

