**The minutes of the kick off meeting**

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| Objective | To discuss current issues arising from the start of LogoLAB grant implementation |
| Date | May 7th, 2020 |
| Scheduled Time | 9:00 AM - 11:00 AM Central European Time Zone |
| Actual Time | 9:00 AM - 11:00 AM Central European Time Zone |
| Location | Zoom Conference Call – Norway & Poland |
| Attendees | Host institutions:  - University of Silesia: Katarzyna Węsierska, Marta Margiel, Kaja Strużyk  - Agere Aude: Aleksandra Boroń  Guest institution:  - The Arctic University of Norway: Hilda Sønsterud, Signhild Skogdal, Elin Margrethe Ryseth |
| Note Taker | Aleksandra Boroń |

1. **Introduction**: welcome and presentation of meeting participants and the institutions they represent by Katarzyna Węsierska.
2. **The main goals and results of the project** was presented by Katarzyna Węsierska:

a) **main** **goals**: improving the quality and effectiveness of logopedic intervention in chronic stuttering and the development of knowledge, skills and social competencies of the leaders in the Polish self-help movement. Indirect objectives: the implementation of evidence-based practice, the inclusive education principles in logopedic intervention and disseminating current knowledge about stuttering

b) **intellectual outcomes**:

* **a handbook** for SLTs, SLT students and other professionals, published as e-publication in open access. Katarzyna Węsierska and Hilda Sønsterud had developed a draft of table of contents, created a draft of editorial guidelines and started to contact the first potential authors.
* t**he website** dedicated to stuttering is planned to be the database of reliable and up-to-date knowledge and materials about stuttering and the methods of stuttering intervention. Personal stories will also be available. The Polish team of SLTs has just started working on this website creation.
* t**he evidence-based guidelines along with a set of prevention materials based on PASS-Parent & PASS-Child study** which have been carried out in Poland and Norway (as well as in the USA and Slovakia). In Poland the process of data collection is finished while in other countries it is still in progress.

c) **disseminating the project’s intellectual outcomes** - the LogoLAB website will be the main medium. The Agere Aude Foundation will organize two types of workshops: 1. *LogoLAB: Effective logopedic intervention in persistent stuttering (*dedicated to SLTs, SLT students, other specialists and leaders of the Polish self-help movement for PWS. Two sessions of this course will be organized for about 30 attendees for each) and 2. *Dialogue without barriers when interacting with children who stutter (*addressed to SLTs, SLT students, teachers, other staff from educational settings and representatives of the stuttering community. There will be three sessions of the workshop). To the question of Signhild Skogdal’s about the form of conducting workshops, Katarzyna Węsierska announced the possibility of conducting them both stationary and online.

3. **Administrative and formal tasks** update was made by Kaja Strużyk and Elin Margrete Ryseth: information on formal and administrative matters was provided, reference was made to e-mail correspondence and collected documentation necessary to start the project - all required documents have been signed. Elin Margrete Ryseth assured the participants of the meeting about the start of work and mentioned that the contact person at the faculty level will be Mr. Tor Gisle Lorentzen.

4. **Financial and administrative issues** by Marta Margiel: flat rate cost and real costs, risk management plan, quality assurance and evaluation plan. The funds earmarked for the arrival of representatives of The Arctic University of Norway and the kick off meeting in Poland will be moved to the future. The presentation was made available at Elin Margrethe Ryseth’s request.

5.**Project management plan**: long-term and short-term goals and tasks - by Katarzyna Węsierska: the project all in all will lasts 24 months. All intellectual outputs and dissemination events must be completed by the end of March 2022:

1. **the first output** - Katarzyna Węsierska and Hilda Sønsterud started to approach potential authors. The deadline is mid-November 2020 for them to send their articles. The planned date for the handbook publication is August 2021.
2. **the second output** - must be completed by the end March 2022. Polish team have already began working on its creation. They are currently at the conceptual stage. The next team meeting is scheduled in two weeks. The team will be provided with IT assistance from the Agere Aude Foundation.
3. **the third output** - the study is still in progress. The Polish team have made the first attempts to create scenarios of the documentaries and is working with LogoLAB children who stutter and their parents to prepare them for participating in the documentaries. The recordings are on hold due to pandemic.

6. **Questions and discussion** (all participants) - Consideration should be given to extend the duration of the project due to the limitations of direct interpersonal contact caused by coronavirus. An idea appeared to continue such a valuable project after its completion.

7. Summing up and final conclusions by Katarzyna Węsierska.