

THE CHINESE UNIVERSITY OF HONG KONG

Micro-Module Courseware Development Grant

Scheme 1: Basic Scheme

Interim Report (2017-18)

Report due 31 May 2018.

Please return by email to mmcd@cuhk.edu.hk

PART I

Project title: Business Meeting Platform

Principal supervisor: Kevin Goh, Dr. Connie Ng, Dr. Kitty Szeto

Department / Unit: English Language Teaching Unit

Project duration: From December 2017 to October 2018

Date report submitted: 31/May/2018

1. Project objectives

Is the project on track to meet its objectives?

Yes. Although the project is not 100% complete, it is definitely on the right track.

Have the objectives been changed as a result of the experience of working on your MMCDG project?

The objectives remain the same. Our team had held a number of meetings since February and was able to dedicate jobs among our team members. Moreover, we identified three competent student helpers who are able to work on each component alongside with us effectively. At this stage, we reckon we should be able to complete the project on time.

2. Progress on process, outcomes or deliverables

What have been accomplished so far?

As we only received the confirmation at the end of January, we could only officially kick start this project sometime in February 2018. However, we are almost back on track now.

Have any obstacles been encountered and what are the remaining tasks to be finished?

For now, the remaining tasks are scripts composing, business meeting videos planning and shooting, language learning tasks and materials developing, and platform building as planned.

Is the project still on time for completion (which includes preparation of the final report) on or before the grant expiry date?

We might need a little bit more time, but for now, we can foresee that the project should be completed before or by October 2018. We might not be able to send the final report on time for we need a semester to run the platform by inviting our ELTU3012 students to watch the videos and attempt the tasks before the final report (with proper evaluation) can be submitted.

Provide a listing of project outputs to date.

Refer to Appendix 1

3. Evaluation Plan

Have you altered your evaluation plans?

No. As the evaluation plans come with research, we need time to run and conduct the research so that we will be able to obtain solid information regarding the effectiveness of the platform.

Does your evaluation indicate that you have achieved your objectives?

More or less yes.

4. Dissemination Activities (reports, websites, video links, products, etc.)

Provide a listing of dissemination activities to date.

We have been developing the materials and more updates will be given in due course.

17 Eva: Evaluation by expert

18 P: Putting everything in platform

19 P: Testing for practicality

20 E: Research for feedback

Aug 1/2	Aug 2/2	Sep 1/2	Sep 2/2	Oct 1/2