

**TRANSNATIONAL PROJECT MEETING IN JASSY (ROMANIA) 28.10. - 30.10. 2015**

**THE MEETING AGENDA**

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| <b>Tuesday, 27<sup>th</sup> of October – Arrival of participants, accomodation</b> |  |
| <b>Wednesday, 28<sup>th</sup> of October- <u>Work Session 1</u></b>                |  |
| <b>9 00 - 12,30</b>  | <ol style="list-style-type: none"> <li>1. Welcome to The Economic Technological High School of Tourism</li> <li>2. Getting-to-know activitie.</li> <li>3. The roles and tasks of each institution in this partnership</li> <li>4. Partnership and Cooperation Agreement</li> <li>5. Job description of each member of the team</li> <li>6. Discussing the IO planned for the project, presenting samples of some of them</li> </ol>  |
| <b>12.30-13.30</b>   | <b>Lunch break</b>   |
| <b>13.30-17.00</b>   | <ol style="list-style-type: none"> <li>7. Criteria for selection of students</li> <li>8. Implementing the activities plan (Google calendar)</li> <li>9. Discussion on how to activate students more, how to make them get to know each other better</li> <li>10. Means of communication and the schedule of communication activities (TwinSpace, Facbook fanpage, Facebook group (Erasmus+Innovations in Open Education. Google tools, the project website</li> <li>11. Dates for mobilities</li> </ol>  |
| <b>18.00</b>   | Dinner   |
| <b>Thursday, 29<sup>th</sup> of October - <u>Work Session 2</u></b>                |  |
| <b>9 00 - 12,00</b>  | <ol style="list-style-type: none"> <li>1. An agreement on the cost estimate for each meeting ( eatimating the costs of meeting activities, pocket money for students, museums, trips, the hosting family has to provide 3 meals to the guest student and of course the accommodation. If they go on a 1-day trip the student must be provided with packed ?.etc.), hostels reservations deeadlines, porta posnania booking payment in advance, polski bus, dates and hours of arriving to Poland.</li> <li>2. Other important budget issues</li> <li>3. How to better prepare the short term students exchanges (special features of individual country, weather, food, expectations)</li> </ol> |
| <b>12.00-13.00</b>   | <b>Lunch break</b>   |
| <b>13.00-17.00</b>   | <ol style="list-style-type: none"> <li>4. Planning the tasks for students (creating a mini dictionary for other students, creating a short animation promoting the projest; a contest?, creating</li> </ol>  |

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|   | <p>a film presenting the project team or a padlet presentation, etc.)</p> <p>5. Discussion on the preliminary plan for the 5-day visit in Poland in November/December</p> <p>6. “ Festival of Cultures” – ideas</p>   |
| <b>18.00</b>  | Dinner  |
| <b>Friday, 30<sup>th</sup> of October - <u>Work Session 3</u></b>       |   |
| <b>9 00 - 12,30</b>   | <p>1. Monitoring progress: measurement and analysis of finished or in progress activities, in order to insure their quality (with the help of self-assessment questionnaires for students and teachers participating in the project. These documents will help us assess our work, and will provide us with useful information concerning our project’s aims and objectives)</p> <p>2. Discussing the evaluation and dissemination tools (writing articles, placing photos, impressions in the project website in English, writing press releases to the local mass media – newspapers, radio, webpages, an agreed to equally contribute to the project website and keep the project participants up-to-date with tasks and activities,</p> |
| <b>12.30-13.30</b>  | <b>Lunch break</b>  |
| <b>13.30-17.00</b>  | <p>3. Glogster training and the Glogster monthly magazine</p> <p>4. Mobility tool, Europass, Erasmus+ platform for dissemination and exploitation of project results <a href="http://ec.europa.eu/programmes/erasmus-plus/projects/">http://ec.europa.eu/programmes/erasmus-plus/projects/</a> , documents/certificates proving mobilities (who takes the original ones?)</p> <p>5. Logo issues <a href="http://ec.europa.eu/dgs/education_culture/promotional_en.htm">http://ec.europa.eu/dgs/education_culture/promotional_en.htm</a></p> <p>6. IO diary and the Project Diary</p> <p>7. The Project Dictionary</p> <p>8. Evaluation Surveys</p>  |
| <b>18.00</b>  | Dinner  |
| <b>Saturday, 31<sup>th</sup> of October – Departure of participants</b> |   |