

P22 – 1<sup>st</sup> transnational meeting

Host school - Gymnasio Platania, Chania, Greece

Period – 27 – 28 February 2020

## Meeting Agenda

### 1. Management documents: (Claudia Putura)

- monitoring plan
- dissemination plan (visibility; promoting; dissemination of results)
- evaluation plan
- reporting formats for activities and dissemination activities

### 2. Monitoring the realization of project activities (analysing the project Gantt chart in each partner school, discussing the roadblocks and risks on short-term and long-term in order to avoid/eliminate any obstacle in implementing the project properly in each school)

- activities P7, P8, P11

### 3. Discussions on BULLYING AWARENESS BOOK (format; contents; deadlines; leading partner)

### 4. Discussions on project site; Facebook page; eTwinning and Twin Space

### 5. Discussions on the Resource Book (format; contents; deadlines)

6. Discussions on the 1<sup>st</sup> year newsletter (format; contents; deadlines) – P10

7. Organizing LTT in partner school in Turkey (programme; accommodation; certification; materials to be prepared)

8. Organizing LTT in partner school in Portugal – October 2020

9. Mobility Tool +

10. Certification – Europass Mobility Certificates

11. Discussions on the financial management of the project

P1 – coordinating partner - creates the agenda of discussions;

P3 – partner school from Turkey – writes meeting minute which is uploaded on project site, Twin Space

P5 – partner school from Greece – makes the programme and organizes the meeting