

12.12.2018 Organisational meeting_protocol

1) Financial questions:

Austria teachers' meeting

- travel and hotel costs covered by guests
- all the expenses that come up in the program are covered by the host (Austria) – food, excursions, entrance fees, mini-bus

General agreement of financing meeting

- travel and hotel costs paid **by visitors** (students [travel costs] and teachers [travel and accommodation])
- **host country**: organize and pay for transport costs in the country; entrance fees, sightseeing (guided tours...), lunches, welcome and farewell dinner for teachers

2) Dates of project meetings:

1. Spain – February 2019 (25.2.-2.3.2019)
2. Poland – March/April 2019 (31.3.-6.4.2019)
3. Austria – October 2019
4. Turkey – April 2020

3) Organisation of project meetings:

- farewell evening – leave it up to host countries whether to organize it for students and teachers or teachers only
- 6 students/school travel to each of the meetings + 2-3 teachers
- if there are two students at the same host family – mix nationalities!
- students that are traveling should produce a profile to introduce themselves to partners and host families
- hosting country organizes:
 - host families for visiting students
 - **program**
school tour, home town – sight seeing, excursions, if possible – company visit [related to mobile apps], workshops in school [group activities], feedback session at the end of the meeting [written feedback!]

4) Austrian task:

website (under construction)

5) Technical aspect of the project:

- HTL Mössingerstraße – students learn about programming and can integrate this into the project, could develop mobile apps themselves
- project is about creating apps, not just using existing ones
- Android based as it is free
- options:
 - workshops/tutorials
 - “training” sessions for participating students
 - developing a common app for the project/or different apps depending on the school – choose and introduce appropriate tools (app inventor?!)
ideas: pictures, music, fashion?, app to share all project information...
have students come up with suggestions and let them decide – share tasks, work on teams

6) Adaptions due to British withdrawal:

- new schedule of project meetings (see above)
- project logo – workshop in **Spain**, students (mixed nationality teams) design a logo, vote for the winner (teachers vote)
- lecture and workshop on Android studio basics?
– first part originally planned for the England meeting, will take place in Spain, engineers have to plan that in detail 😊
- financial surplus – teachers’ meeting at the end? can be decided later when possible surplus is clearer

7) Tasks till next project meeting:

- facebook page for the project (Elke)
- etwinning? or rather skype or whatsapp?!
- questionnaire for students on mobile apps (Kahoot?)
- **go public!** media, websites, presentations on Open Days, “international corner/display” in every school