

25.2.2019 Organisational meeting_protocol

1) Organisational questions:

- Details of Santomera meeting programme
- Turkish project team:
 - We need an English speaking coordinator to be able to communicate
 - There must be an English speaking teacher at every meeting
 - New coordinator Ebru Bayram will come to the meeting in Poland

General agreement concerning communication

- Important things and information containing attachments should be sent by mail to avoid misunderstandings (e.g. arrival and departure details, costs of transport etc)
- To simplify communication via mail a common mail address was established by Marcos (erasmus@majalblanco.es)
- Communication in the country of the meeting and immediate questions can be sent via WhatsApp group
- No endless WhatsApp messages, like 20 in a go (Fausti!! Please write more than 2-3 words in one message)

2) Dates of project meetings: date for Austrian meeting fixed

1. Spain – ongoing
2. Poland – March/April 2019 (31.3.-6.4.2019)
3. Austria – October 2019 (**29 Sept-5 Oct 2019**)
4. Turkey – April 2020

3) Presentation of project website:

- Website address: <https://erasmus.htl-klu.at/erasmusplusmobileapps>
- Under construction: will be part of new Austrian school website
- Project description on the first page, logo to be put in as soon as students have created it (workshop ongoing, selection process: voting by teachers)
- Partners: includes link to school websites
- Student profiles: will get an extra section
- Meetings:
 - Timeline
 - Section for each meeting includes: programme, minutes, questionnaires, student feedbacks, press reports

4) Project dissemination:

- Each school should report on the school website and in school yearbook
- Invitation of press and local TV to project meetings
- All reports will be published on the project website

5) Preview of meeting in Poland:

- Project partners should select students for Poland as soon as possible
- Student profiles should be sent
- Inform the Polish team of arrival and departure details as soon as possible
- Preview of the programme

6) Mobile App Workshops

- General introduction at the workshop in Spain
- All partners think of which mobile apps they want to create at the individual schools between the meetings
- Results will be presented by the students of the individual countries at the next meeting

7) Mobility Tool

- How to access the mobility tool
- What the coordinator (Austria) has already filled in
- What the individual partners have to fill in
- Deadline: intermediate report at the end of the first project year