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**24th of May**

**12:00 – 14:00**

1. All activities will be posted by each country, on our e-twinning site and will be placed in relevant files.
2. A file including all activities that should have been completed, was created and then posted on e-twinning, to indicate the activities which are on or out of schedule.
3. It was agreed that at the next meeting of 26th May, there should be a PC, so that the coordinator could present the activities through internet connection.

**26th of May**

**10:00 – 13:00**

1. An official big poster for the programme will be created by the coordinator (Spanish school).
2. Database. There will be postings and new activities announced on the “Projectos Europeos S/he is equal in Europe” site. E-mails will be sent to each country indicating the steps that should be followed.
3. Database-Equality library. After its creation, each country should mention the books being used for the promotion of equality.
4. Mobility tools. Reference to the European form that each school should complete. Evaluations will take place at the end of the programme by each school separately.
5. Ping pong story. It was agreed to prepare a booklet or short play relevant to the story already created. This activity will be presented during the last meeting in Turkey.
6. It was suggested that at the end of the school year, each school could invite parents in order to inform them about the programme and its activities.
7. Schools which have not completed their activities yet, were reminded to do so, according to schedule.
8. All participating countries were also reminded about the e-twinning project, which is already open for everyone to use, upload and add relevant materials.
9. The coordinator explained how to use the platforms related to the programme (e-twinning, mobility tools, Erasmus platform).