# ACTIVITIES TO BE DONE

The Steering Committee will be in charge of the general coordination and project management.

* Next evaluation: mid-january
* Google drive file
* Whatsapp group

Every school will coordinate the transnational meeting in its country (Call, outline, tasks assignment, Pupil organization) and the dissemination activities.

The two countries school is responsible for fostering and promoting the participation of the students and teachers in Twinspace.

Every school will coordinate the ICT activities and the use of OER in its country.

The Steering Committee will coordinate the evaluation of the project throughout the two years.

Before each mobility, the team coordinator from the host country will be in charge of creating a schedule with daily activities and allocating people to carry out the activities. The programme will be published at least four weeks in advance and it will include a revision of the state-of-the-matter referring the activities carried out up to prepare the mobility.

The work plan will be monitored on a **bimonthly basis** by the Steering Committee to determine how we are progressing in terms of schedule. They will complete a table for each outcome.

PROJECT ACTIVITES PLANNED

1. Facebook account and Twitter account for communication and dissemination of project.

* Create Twitter account: Italy
* Promote the twitter account: Everybody
* Create Facebook account: Latvia
* Promote the facebook page: Everybody

2. You Tube or Vimeo accounts will be used for the project videos.

3. Contest for the Logo of the Project

4. Workshops of theatre and radio. Each school will be responsible in its country

5. Students’ tasks and activities on every topic: glossary, posters, display adverts for gymkhana and theatre.

* Glossary for the 1st meeting:
	+ Gymkhana vocabulary, fight against poverty and social exclusion: Spain
	+ Enviroment: Finland
	+ Migration and integration: Italy
	+ Youth employment: Latvia
* Glossary for the 2nd meeting: to be agreed in Zagreb

6. Project webpage with information of all the activities of the project in English and mother tongue language.

* When the page is designed we will agree how the information is going to be sent.

7. Radio Podcasts made by the students on each of the topics.

8. Performing a play (script, castings, design, props…)

9. Setting up Gymkhana competitions (game maps, answer sheets…)

10. Different students’ outputs created by using different online tools: Audacity, Myscrapbook, Kahoot, Twinspace tools,

* Kahoot: for the last mobility

11. KA2 Corner at every school displaying the development of the project.

12. Photograph display on every meeting at each school.

13. Cultural guide of every city involved in the project.

* Every school is responsible in its mobility
* It has to be done before the mobility

14. Press reports from every school on every transnational meeting and short term activity.

15. Videos on every Mobility activities. The host school will record and edit the video.

## 10.- SCHEDULE

**PROJECT MANAGEMENT AND IMPLEMENTATION ACTIVITIES:**

A1. Constitution of the committees and teachers´ teams.

A2. Showing the Project to the school staff and the educational community

A3. Selecting the participants at the beginning of the school year

A4. Including the work plan in the School Project and the involved subject plans.

A5. Lessons by the Europe Direct office and the University staff about Europe 2020 targets.

A6. Logging in eTwinning platform

A7. Workshop on Twinspace tools.

A8. Contest for designing the logo of the project

A9. Creating a website

A10. Dissemination of the agreements taken during the meeting in Italy

A11. Division of tasks.

A12. Logging in Europass.

A13. Collecting information for the posters of the gymkhana competition.

A14. Evaluation of and follow-up to the development of the project by the Steering Committee.

A15. Publishing and disseminating the posters on the different channels.

A16. Creating and publishing the glossary of mathematical and Europe 2020 terms.

A17. Creating and publishing a cultural guide about the hosting city.

A18. Exhibition of the posters of the gymkhana competiton at the partner schools.

A19. Production of the documents that are needed for the gymkhana competition.

A20. Drafting questions for the Gymkhana competition and further selection of them.

A21. Logging in kahoot and doing a workshop on it.

A22. Disseminating the materials and results of the activities developed in every mobility through different channels.

A23. Workshop on radio and Audacity program.

A24. Creating and publishing the glossary of radio terms.

A25. Making and publishing podcasts.

A26. Evaluating the development of the Project in every school and publishing the results in the Review and Final Evaluation of the school.

A27. Writing the scripts for the play and publishing them in Twinspace.

A28. Selecting and adapting a play

A29. Workshop on theatrical performances.

A30. Creating and publishing the glossary of theatrical terms.

A31. Distribution of roles

A32. Making the atrezzo

A33. Rehearsal of the play

A34. Drafting the posters and leaflets for the play

A35. Workshop on Myscrapbook

A36. Creating the students committees to discuss the issues to be worked on the last meeting.

A37. Writing and publishing an ebook summarizing all the activities carried out during the project in each country.

A38. Making proposals to be discussed in the last meeting.

A39. Translating all the documents into the participants countries mother tongues.

A40. Filling in the application for the eTwining Quality Label and the European Language Label.