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| **Who presented?** | **What?** | Who is in charge? |
| Ulla  Carolin | **Introduction of TwinSpace**   * Explanation of “Game to get to know each other“   In Germany: presentation of students  BUT: only the students who travel to Germany  Germany presents all their students   * Invite your students to TwinSpace: Password: Erasmus * Upload material! (files); edit page → who can see this page? →etc. * Videos: edit page →add link →youtube → Quellcode (embedded code)   (but video has to be uploaded first on youtube)  Quality label: depends on the final report, if you get more than 85 points you will receive a quality label  Nadia: eTwinning ambassador (explain about eTwinning, discussions in schools)  After one year, we can all apply for a **quality label** with the work that we upload on TwinSpace (work and communication are evaluated); there are also prize  Copyright Infringement  (all coordinators signed it) | Nadia |
| Lee | Presentation of **Piktochart** (= program to create posters)   * different versions: free, 10 dollars, more expensive for the full license * Infographics → choose a template → then you can add all the information you want   **Padlet** (= digital noticeboard)   * platform to discuss different topics * could be used to discuss the possible bioplastics product   **Madmagz (= to create an eBook)**   * possible to create free eBooks but if you want to download or print them, then… * one finished eBook costs about 12 euros * easy to create   **ISSUU (= to create an eBook)**   * free   final eBook: about production of bioplastics  final newspaper: about all project meetings  after every mobility all our students have to communicate their impressions to GB | Lee  Nadia  Nadia  Lee |
| all | steps of the project, discussion about first project meeting |  |
| Carolin  Lee | presentation of different websites to create CLIL exercises  [www.educaplay.com](http://www.educaplay.com)  <https://www.xwords-generator.de/en>  <http://www.discoveryeducation.com/free-puzzlemaker/index.cfm?campaign=footer_teacher_puzzle>  [www.quizizz.com](http://www.quizizz.com)  international student groups have to create CLIL (= content language integrated learning) exercises (about bioplastics, etc…)  We should be able to upload (Word/PDF) the exercises to TwinSpace because we want to create an eBook out of the exercises.  If students choose to create online exercises, then we have to upload the link. Ongoing.  **The coordinators are responsible for the content/language/uploading!** | all coordinators  international student groups |
| Markus | Presentation of the computer program ChemSketch  This program should be used by all countries to create chemical equations.  Give program to all science teachers! | Science teachers and students |
| Ulla | Explanation of international student groups:   * In each group there are students from each country * Each group has to do all tasks * We have group G1, G2, G3,   How do students interact in the group?  2 students from GB  2 students from Rom  2 students from Germany  2 students from Greece  one of those students is the leader  one of those students is the vice-leader  Supervisor: teacher from same country as leader of group  Tasks of the leader:   * is in connection with the teacher in charge * has to ask for results which have to be established by the group * not all leaders can be from the same country!! * vice-leader should take the minutes (= write down what was discussed)   Groups:   * have to fulfill tasks, can distribute tasks among one another * will get a calendar with the steps of the project (reduced!!) * tasks are always available on TwinSpace * members of groups will change throughout the time of the project |  |
| Dr. Tom Queisser | Teachers should provide a list of bioplastic products that could be made by the students!  Introduction of Business Plan  **Tips:**   * Start with a striking example of the local community (successful business) * tell students they have the power over their own destiny   **Question: first product or first business plan?**   * literature says: first business plan, then produce * now: invent and then make a business plan * the product should have an advance so it sells itself * best: make a prototype, then business plan, then produce on large scale   **More tips:**   * don’t just jump at the first idea * be patient, probably the first try is a failure * what customers do you want to find? * what purpose does your product have?   **Ideas:**   * test the product in the school canteen (in Germany); publicity: hey, we are making bioplastics products * go home, make the product better, produce a better product in Romania   **Business Plan for each international student group**  1. Executive summary with vision statement  2. Talk about your team (members, responsibilities)  3. What is your product? (outcome, recipes/ingredients, methods, purpose)  4. Market overview (environmental awareness in every country that is involved, who is my customer?; be aware of the fact that you have to sell your product to all our countries: )  5. Marketing (finances, prices, target group, etc…)  6. Risks and Chances (students should evaluate what could go right and wrong)  See document Heather!  Business plan: we are going to do only parts of the business plan in Germany!  In Germany: production of bioplastics products, then one teacher introduces business plan and then at the end, students only talk about these points of the business plan  1. Business Summary  2. Product and Services  In Romania: continue to work on the business plan  3. Market research  4. SWOT (Strengths, Weaknesses, Opportunities and Threat)  and if there is time: 5. Backup plan  In Greece: revise the whole business plan  After every meeting: students present their business plan to the rest of the students (students are the jury)  Time that is needed to create the business plan: difficult to say! | Ulla  Heather  Heather |
|  | Meeting in Germany   * workshops to get to know each other * form groups * what is bioplastics? * samples of bioplastic products * make your own product (variety should be reduced, e.g. cups, film, plates…, but don’t let students produce whatever!) * create a business plan |  |
| Vagelis | **Creation of main website (authority)**  The program that is used is godaddy.com   * Find a domain website (name): bioplastics-future.eu * We have to pay an annual general fee and another fee to keep up the site * We have to pay for the website for more than 2 years (it should be available after the project) * explanation of google key word search; we have to find less popular key words (biodegradable plastic DE, biodegradable products UK, biodegradable packaging GR, biodegradable bags RO, biodegradable materials DE, eco packaging UK, sustainable packaging GR, biodegradable waste RO, eco friendly packaging DE, bioplastic products UK, bioplastics GR, bioplastic recipes RO, how to make bioplastic DE, future packaging UK, future plastic GR, bioplastic food packaging RO, food packaging materials DE); see below! * Each country has to prepare the articles, one article should have around **250 words (min./500 max), UNTIL MEETING IN GERMANY** * The articles have to be sent to Vagelis, he uploads them. * to make sure that people find our website * key word search shows you which terms are popular * we need to write 10 articles to be able to include the key words for the keyword search (but not all keywords can be in one article, there has to be an article about every single keyword). * Disclaimer: Greece is responsible for that. Text for disclaimer can be found on the Erasmus website * Vagelis creates the main website. * How do students communicate? Students have to decide on their own!! (trello, Facebook)   ~~Blogger.com~~  ~~bioplastics-future.blogspot.com~~ (see below)  Every international group has ONE blog; one person of this international group is responsible for the content of the blog; ONLY this persons is allowed to upload the material;  all responsible teachers HAVE TO read the blogs regularly | Vagelis  all countries  Vagelis  ALL teachers! |
| Heather | **trello.com**  website to create “to do lists”  This website could be used by the international groups to organize their work. |  |
|  | **Programs we use [and who is paying for them]**   * godaddy.com (authority website) [Germany, ca. 500 euros] * wordpress.com (for students’ blogs) [free] * trello.com * WhatsApp for conversation within the group * Facebook * ChemSketch (chemical equations) [free] * ISSUU (to create eBooks from a PDF) [free] * Piktochart [license for 2 years?; ca. 70 euros p.a.; GB] * Padlet [free] * www.educaplay.com [basic version is free] * [www.quizizz.com](http://www.quizizz.com) [free] * [www.xwords-generator.de/en](https://www.xwords-generator.de/en) [free] * [www.discoveryeducation.com/free-puzzlemaker/index.cfm?campaign=footer\_teacher\_puzzle](http://www.discoveryeducation.com/free-puzzlemaker/index.cfm?campaign=footer_teacher_puzzle) [free] * Dropbox account for press group [free] |  |
|  | **GoogleDrive**  [**www.gmail.com**](http://www.gmail.com)  **Username: bioplasticserasmus**  **Password: erasmus+**  **→ Drive** | Nadia |

Articles for website

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| biodegradable plastic  biodegradable materials  eco friendly packaging  how to make bioplastic  food packaging materials | biodegradable packaging  sustainable packaging  bioplastics  future plastic | biodegradable products  eco packaging  bioplastic products  future packaging | biodegradable bags  biodegradable waste  bioplastic recipes  bioplastic food packaging |