**Description of the meeting (Please include information on the purpose of the meeting, main agenda items, the outcome and the participants involved. In case there is a difference between what was planned and what was implemented, please explain why)**

The project meeting was held in Zagreb and took 3 days (28 – 30 November 2017)

**The purpose of the meeting - Goals from the project form:**

1. First encounter of teamwork: presentations, responsibilities and tasks.

2. Comparative study: educational plans, subjects, curricular load, legislation...

3. Monitoring and evaluation of actions. Assessment times and proposals. Corrections and proposals for improvement.

4. Sharing:

A) Welcome project, involved teachers, our commitments, and students’ fears.

B) Development skills / competences: foreign language and ICT.

C) Planning / development creative activities / innovative practices and quality 2nd quarter project.

D) Evaluation of inclusion actions: students at risk, foreigners, NEAE ...

5. Preparation:

UD1: ARTS TALK ABOUT US

UD2: CREATIVE WINTER

6. Evaluation: quality indicators. Dissemination.

**The involved participants**

The co-ordinators of all partner schools and other members of the implementation teams were selected according to the criteria stated in the project application. From the Czech school, the project coordinator and the headmaster, as a representative of the school management, took part in the meeting. Two Czech teachers involved in teaching art and music and participating on the project were also able to attend the meeting because the cost of accommodation in rooms for one or two people was almost the same and the chosen means of transport was a car.

**Description of the meeting, main agenda items**

1) Introductions of the teams, teamwork consultations, presentations of schools and educational systems, specifications of assignment and responsibilities.

2) Discussion and comparison of educational plans and subjects, including the intensity of the curriculum, taking into account the objectives of the project in artistically based subjects and the possibilities of implementation in other subjects. Discussing copyright legislation and publishing photos of pupils in order to comply with country and school regulations, including valid legislation on the protection of personal data. In some countries there will be changes in 2018, the subject will be further monitored.

3) Discussion of the monitoring and evaluation of project activities in partner schools that will be used to select short-term study visits´ participants in Poland, Greece and Italy. Discussion of the selection criteria of the mobility participants proposed in the project application and the exchange of experience of individual schools. Planning the terms and duration of the project meeting in Spain and study visits in Poland. Discussion of suggestions for changes and improvements.

4) Exchanging information and experience

a) the launch of the project, involving pupils and teachers, realization of planned tasks.

b) developing skills and competences in a foreign language and using ICT (working in the twinspace environment, creating a calendar using the online tool Google calendar and Genial.ly)

c) planning and development of creative activities for project activities in the second period of the project in art education (Creative winter activity, collecting ideas from children on theme “Art is ....”) and music education (exchange of material for the final concert in Italy 2020, songs of other countries, practicing 2 songs for concerts for Croatian pupils, joint mini-concert with pupils of the host school), monitoring of innovative practices during job-shadowing in Music lesson at the host school and Art lessons in the local mini-school with joint grades, meeting the robotic pupil team who won the first-prize in the national competition and got to the final in Canada and watching their work with programs and robots

d) evaluation of inclusion and activities supporting the vulnerable pupils, foreigners, pupils at risk of unemployment

5) stating the specific tasks for the teaching unit called “Arts talk about us” and for “Creative winter” (sharing artwork with other participants using twinspace or social networks, collaborating on creating a common calendar with international holidays since January 2018)

6) Discussion on qualitative indicators and dissemination of the project.

**Outcomes:**

The visible result of the project meeting is involvement of representatives of the partner schools in the TwinSpace project site and creating conditions for sharing results and outcomes of international school collaboration on prepared websites. The Facebook project website was created and the document sharing environment on Google Drive was prepared. A mini-concert was held with pupils from the Croatian school and prepared tasks for the next quarter.