Opening project meeting Ankara – Day 2 – Friends at home, friends abroad

* Date: 09/11/2019 – 7.30 PM – 08.00 PM
* Attendees:
	+ Ankara: Emel Simsek
	+ Belgium: Jan De Zitter & Evelien Gauquier
	+ Spain: Luis Jiménez & Irene Lucumberri
	+ Romania: Anisoara Nita & Ilie Iustina Daniela
	+ Madeira: Eduardo Soeiro & Eusebio Silva
* Appendix:
	+ Appendix 1: TO DO - List
1. Evaluation of the stay in Ankara
	* There will be a questionnaire coming from Emel for evaluating the stay
	* Global feedback from the attendees
		+ Thank you for the good organisation of the stay
		+ We had too little time to discuss the whole submitted project.

Suggestions:

* + - 1. Make the stay 4 days
			2. Provide the first day also some time in the evening for example to present the schools to each other or to discuss the dates.
1. Evaluation of all activities for the participants ( Children & teachers)
	* We will prepare these evaluations forms together
	* For the children we will not use open-ended questions
	* Example of a question: ‘ Write two words that are for you the summary of the activity.’
	* The children can do it in their mother tongue
2. Examples of what children have to do, who participate at the LTT
	* Write a testimony of their stay to publish in the school magazine.
	* Write a diary for the children who stay at school.
	* Annie can send us an example of an article in the school magazine
	* The school can choose if you want it in the mother tongue or in English
3. Agreements on the succession of the project
	* Every partner needs to do all the work, which he/she agreed to do in the submitted project
	* The coordinator needs to follow up if everybody is doing his/her part
	* Take care of the interim evaluations you have to do for your National Agency.
4. Agreements on the e-twinning and videoconferences
	* We will do a trial of skyping with teachers before involving the students
	* When and how?
		+ Best moment: On a Tuesday around 10 o’clock in the morning ( Belgian Time)
		+ Skyping tool of E-twinning: Emel finds out how it works
		+ What will we do with the chatroom?
	* What’s exactly said in the project?
		+ Each of us has to be active on E-twinning
		+ Please reread the project
	* Structure of the E-Twinning platform
		+ Every school has a map
		+ Every meeting and activity has a map
		+ Similar to the Google Drive?
	* Eduardo can assist for help on the E-Twinning
5. Final meeting Madeira
	* We ( Romania, Belgium & Madeira) prefer in July.
	* The decision must be made in Madrid.
* Appendix 1. TO DO-list after meeting 09/11

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| **TO DO List** |
| **TO DO** | **Who’s Responsible?** | **Timing** |
| Questionnaire about the opening meeting | Emel | ASAP |
| Making questionnaires about the LTT’s for teachers and children, that we can use several times | ALLBelgium will make a first draft | After questionnaire Ankara |
| Example of an article in de school magazine | Annie |  |
| Skyping tool of E-twinning finding out how it works | Emel (first)Irene ( If needed)Eduardo can assist |  |
| Rereading what’s the project saying about E-twinning & videoconferences | ALL |  |
| Setting a date for a videocall | Initiative by IreneAll |  |
| Making the date decision of the final meeting in Madeira | ALL | Meeting in Madrid |
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