



MINUTES OF THE SESSIONS OF IRATXE CUÑADO AND GEMMA GUTIERREZ

MONDAY 11:45-12:40 2018-2019

<p>SEPTEMBER</p>	<p>September 3rd 2018</p> <ul style="list-style-type: none"> ➤ Look at the documentation related to the project that must be filled up and sent it to SEPIE. ➤ Decide that on Thursday Mrs Gutierrez will help Mrs Cuñado whenever it will be necessary ➤ Skype with the Greek partners <p>September 10th 2018</p> <ul style="list-style-type: none"> ➤ Start with the creation of the blog and what it will be included and fill information concerning who we are and what the project is, a brief description of it and how to distribute the different chapters of the blog. <p>September 17th 2018</p> <ul style="list-style-type: none"> ➤ Look at the schedule of the project and make the necessary changes because the C1 activity that is the short term joint staff training will take place in October, instead of September as it was said in the project. ➤ Look at the schedule of the project start to organise it. ➤ A detailed reading of the project. ➤ Decide how to organise the didactic units. ➤ Organise the activity where the students will be informed about the objectives of the project, its competences, types of activities and assessment. I will help Mrs Cuñado with it. ➤ Agree on the contents of the syllabus of the project and the third course of the students indicating their participation. ➤ Agree with the rest of the English department the content of the project which will appear in the rest of the syllabus of the different courses. <p>September 24th 2018</p> <ul style="list-style-type: none"> ➤ No meeting because Mrs Gutiérrez has attended a meeting in Madrid
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SIGNATURES	
OCTOBER	<p>October 1st 2018</p> <ul style="list-style-type: none"> ➤ Inform on the meeting of Madrid. ➤ Prepare the questionnaire about students' expectations of the project. The students will be evaluated at the end of the project to see whether their expectations have been fulfilled. ➤ Write the letter to be given to parents informing about the project. <p>October 8th 2018</p> <ul style="list-style-type: none"> ➤ Prepare the activity of presentations of students and school to show to Katerini teachers and students. ➤ Receive all the information related to the logo carried out by the Art teacher and have the four logos selected to decide in Katerini which one will represent both schools. ➤ Look at the programme of C1 activity sent by the Greek partners. ➤ Organise all the travel necessary documentation as well as the documentation related to the project to discuss there and all the reports and material done until now. <p>October 15th 2018</p> <ul style="list-style-type: none"> ➤ C1 activity short term joint training in Greece. <p>October 22nd 2018</p> <ul style="list-style-type: none"> ➤ Assessment of the C1 activity and after receiving the eTwinning training and flipped classroom, organise the sessions with the students and teachers to explain it to them. ➤ Start organising eTwinning platform. <p>October 29th 2018</p> <ul style="list-style-type: none"> ➤ Talk to Amaia Alonso ambassador of eTwinning about how to organise the teachers' sessions on this platform. ➤ Organise the session of the eTwinning platform with the students.

SIGNATURES	
NOVEMBER	<p>November 5th 2018</p> <ul style="list-style-type: none"> ➤ Organise the meeting with parents after being in Greece. ➤ Prepare the dissemination of the project in the media. <p>November 12th 2018</p> <ul style="list-style-type: none"> ➤ Start preparing the activity P7 Greek/ Basque sports. In the project, we have P6 Language heritage, but as we are going to organise a competition with all students in the International Day of the Basque Language on December 3rd, we have decided to change the order of the activity. ➤ Prepare the didactic unit, the type of activities students will carry out, the ICT tools uses and the assessment. ➤ Look at the activity done in the PE class. <p>November 19th 2018</p> <ul style="list-style-type: none"> ➤ The creation of the volunteers group. Organise the different tasks they will carry out and the agreements they will sign. The volunteers will start with the creation of personalised letters and all the murals of school to disseminate the project. We will also meet them in our breaks, except on Thursdays that we have <p>November 26th 2018</p> <ul style="list-style-type: none"> ➤ Prepare the activity P7 sport because the nest week is the day of the International language. The way the students of DBH will participate in it. The students of second of bachiller will help us.
SIGNATURES	
DECEMBER	<p>December 3rd 2018</p> <ul style="list-style-type: none"> ➤ Organise the activity of exchanging Christmas cards .I will help Mrs Cuñado in class. <p>December 10th 2018</p> <ul style="list-style-type: none"> ➤ Prepare the activity of exchanging Christmas cards.

	<ul style="list-style-type: none"> ➤ Prepare the videoconferences with the Greek students. The type of questions they will be asked. On Thursday, I will help Mrs Cuñado with the groups and with the type of questions they will be asked. <p>December 17th 2018</p> <ul style="list-style-type: none"> ➤ Look at the project to check the development of it. Decide to do a corrective measure related to the schedule.
SIGNATURES	
JANUARY	<p>January 7th 2019</p> <ul style="list-style-type: none"> ➤ Organise the activity of students' interviews to assess their level of English at the beginning of the project. We have decided that Mrs Gutiérrez will do it in pairs on Thursday(we will probably need three days to do it) ➤ Agree the questions we will asked students and the rubric used to evaluate them. ➤ Organise P6 activity on Basque language. The type of task with all the steps and organise the didactic unit. <p>January 19th 2019</p> <ul style="list-style-type: none"> ➤ Look at the platform Mobility Tool and the platform of results of the project <p>January 21st 2019</p> <ul style="list-style-type: none"> ➤ Prepare the questionnaire to send the Greek teachers so that we could prepare our first report on the project. ➤ Organise the trip to the Basque House with the students of the project and with volunteers. ➤ Decide the mural of carnivals. <p>January 28th 2019</p> <ul style="list-style-type: none"> ➤ Prepare the questionnaire for student about the ICTs to assess their level, to organise the adequate training and at the same

	<p>time, as a tool for them and us to follow their improvement in them.</p> <ul style="list-style-type: none"> ➤ Decide the activity to be done by the students of 3 DBH in the trip to the Basque House. We have decided we are taking to all the students of 3 DBH in two different days. ➤ The type of activity they will carry out will be a digital report. At the end of it, a video of the activities, explanations and pictures taken should be included as a summary of the trip. ➤ Review the leaflets designed by the students. ➤ Organise the videoconferences. We have decided that we will write a list which will be placed on the different groups of 3 DBH with the timetable of the conferences and those students who will be interested in them, they could participate. ➤ We have decided to organise parents 'open days before Easter when the master chef activity will take place.
SIGNATURES	
FEBRUARY	<p>February 4th 2019</p> <ul style="list-style-type: none"> ➤ Organise school trips related to the contents of the project. ➤ For P6 language activity, a school trip to the Basque language house with all students of 3 DBH. Students will carry out a virtual report ➤ One of these activities will be a tour on foot in Bilbao with volunteers to Bilbao to prepare a video to be presented to the Greek teachers in May. ➤ Another school trip related to the mythology activity. ➤ Decide to organise a list with those students who will be interested in participating in video conferences on Tuesdays outside the school schedule. ➤ Discuss the activity of recipes. <p>February 11th</p> <ul style="list-style-type: none"> ➤ Discuss the different possibilities to organise the recipes (next activity) ➤ Read and check the report of Basque cuisine. ➤ Meet Mertxe, the music teacher to see the progress of the musical and dance heritage activity. <p>February 18th</p> <ul style="list-style-type: none"> ➤ We have met the ex-student of the high school to design the graffiti.

	<ul style="list-style-type: none"> ➤ We have decided to create a graffiti related to Erasmus + ➤ Start organising the activity of the leaflets. <p>February 25th</p> <ul style="list-style-type: none"> ➤ Preparation of carnivals as part of our heritage. ➤ Organise the volunteers to prepare the dance for the Greek students
SIGNATURES	
MARCH	<p>March 11th</p> <ul style="list-style-type: none"> ➤ We have been organising the tasks related to leaflets and recipes. ➤ We have also received the graffiti design and we have been adding changes. ➤ We have also started to organise the different trips. <p>March 18th</p> <ul style="list-style-type: none"> ➤ Check and organise the recipes and videos created by students ➤ Organise the school trip to Bilbao with the volunteer students to create a video about Bilbao for Greek teachers. ➤ Decide next week for a conference with Greek students and organise it <p>Mark 25th</p> <ul style="list-style-type: none"> ➤ We have been organising the mythological activity. ➤ Establish agenda for next Wednesday 27th <p>March 27th</p> <ul style="list-style-type: none"> ➤ We have met to look at the mobility tool and he platform of results. ➤ We have realised that C3 activity is within our programme.
SIGNATURES	
APRIL	<p>April 1st</p> <ul style="list-style-type: none"> ➤ Skype conference with the Greek teachers about the problem of C3 activity. ➤ We have agreed that teachers 'mobility will take place as there are some problem which have arisen. <p>April 8th</p> <ul style="list-style-type: none"> ➤ Create the C2 in the mobility tool ➤ Organise the groups for the videoconference

	<p>April 15th</p> <ul style="list-style-type: none"> ➤ We have included C2 in the mobility tool. ➤ Skype with Greek teachers about a problem related to students' motilities. <p>April 29th</p> <ul style="list-style-type: none"> ➤ Timetable of C3 activities .
	<p>May 6th</p> <ul style="list-style-type: none"> ➤ Start organising the C3 activities for Greek teachers. <p>May 13th</p> <ul style="list-style-type: none"> ➤ Continue organising the C3 activities for Greek teachers. <p>May 20th</p> <ul style="list-style-type: none"> ➤ C3 Training of C3 activity. <p>May 27</p> <ul style="list-style-type: none"> ➤ Prepare the questionnaire of C3 ➤ Decide the platform and how to organise mythological digital stories.
MAY SIGNATURES	
JUNE	<p>June 3rd</p> <ul style="list-style-type: none"> ➤ Prepare the slides for Zaratamo berritzegunea ➤ Fill the mobility tool C3 activity <p>June 10th</p> <ul style="list-style-type: none"> ➤ Organise maritime heritage ➤ Organise OPEN DAY <p>June 17th</p>

	<ul style="list-style-type: none"> ➤ Prepare the questionnaire for the final report. ➤ Look at the planning of the second part of the project <p>June 24th</p> <ul style="list-style-type: none"> ➤ Prepare some activities to be included in the platform of results. <p>June 26th</p> <ul style="list-style-type: none"> ➤ Look at all the activities of this first year. <p>June 27th</p> <ul style="list-style-type: none"> ➤ Look at all the activities of this first year.
JUNE SIGNATURES	