**25-29 / 11 / 2019**

**THE FIRST LEARNING, TEACHING AND TRAINING ACTIVITY MEETING – SPAIN**

**PART 1**

1. **Tasks and Responsibilities:** We talked about the distribution of tasks among partners again and the new version is as the following (Application Form page 49):

* Managing the project and helping the budget control (Spain)
* Organizing amusing activities for students to enhance the communication between them (Romania)
* Preparing and publishing the pocket calendars (Croatia)
* Preparing and starting the online evaluation sessions (Turkey)
* Writing down the last version of the online and LTT meetings (Turkey)
* Designing the project website and managing it (Spain)
* Preparing the online questionnaires and statistics of them using the surveymonkey (Romania)
* Creating videos and uploading them on online platforms (Poland)
* Creating the project’s e-twinning account and managing it (Lithuania)
* Thus, all the partners agree that they will fulfill the assigned tasks and responsibilities at their best.
* Spain, the applicant organization, will coordinate the project and invite partners to think about any decision making and resolves any issue that may come out as regards the completion of the activities, the meetings or any other matter (videoconferences on etwinning, decision making platforms such as tricider, answergarden, google docs). They will plan and organize the activities, make sure the results are visible on online platforms.
* Live Dictionary P9 (Poland). Preparing a dictionary by using Web 2.0 tools and uploading it on e-twinning and the website. It will consist of daily expressions, be written, auditory and visual, and include partner countries’ language and English meanings. This will be ready by the end of January, 2020.

1. **Uploading the activities on e-twinning, using Twinspace and on the project website "www.musictoall.eu":**

**E-twinning:** We will create a title for each activity in the part of E-twinning Activities and upload the activities here. Lithuania will be responsible for opening the titles.

**YouTube:** The account will be created after the Spain mobility by Poland. The videos will be put here. Only one account will be used by all the partner countries and they will have the password.

**Website:** Spain created the website **"www.musictoall.eu".** Arturo or another Spanish teacher will be responsible for updating it. He will get necessary materials from the E-twinning and YouTube accounts. Spain will upload common results. The partners will send the products to Spain and Lithuania.

1. **Permission from Families:** As we know, the students will be working on the project actively. We will take photos and create videos. We decided that we would receive the parents’ permission to create and share them.
2. **The problem of students' communicating and talking to hosting students before the mobilities:** After the Spain mobility, each partner country will choose the students who will attend the LTT activities. The hosting countries will determine the hosting families for the students at least 1-2 months before the mobility and send the information (email, whatsapp, fb account etc.) of the families to other countries. The students will get to know each other in this way before the mobility. The students will prepare presentations about themselves. (To Lithuania Mobility: 2 boys and two girls from Turkey, Spain and Poland / 1 boy and 3 girls from Romania and Croatia)
3. **Ways of Effective Communication among Partners:** We have created a Whatsapp group. We will use it when necessary. We will send the emails to each country.

1. **Visibility and Dissemination Activities:** We readpages 111 about this issue. The dissemination activities include brochures, pencils, signboard, flags, calendar, news and announcements in newspapers and the meetings. It is important that these activities and the materials should be shared on our common platforms. Partner corners: It will be a separate title on E-twinning and website.
2. **Turkey and Lithuania Mobilities’ Dates:** We decided that the working days would be from 9th to 13th March 2020 for mobility to Turkey and from 11th to 15th May 2020 for mobility to Lithuania.
3. **The Best Method to fill in the Questionnaires:** We will create a google account for each one of our pupils and they will fill in the forms through their google accounts.
4. **The Number of Participants for LTT Activities (**Short-term exchanges of groups of pupils)**:** Participants’ number has to be minimum 4 students and 2 teachers in teaching, learning, and training activity meetings**.** We will take students aged between 11 and 14 to themobilities.
5. **Hosting Families:** Students will stay in host families. The visited country will find the appropriate families.

**PART 2**

1. **Talking about Time Table Activities:**

**Activities before Spain Mobility:** We talked about the activities that we were supposed to do until the Spain mobility and decided to complete the ones which had not been done yet. We emphasized that the products and activities should be uploaded on online platforms.

**Activities after Spain Mobility:**

**P6 Journal:** Teachers and students who take part in the mobility will write comments about it. The comments will be in both the partner’s mother tongue and English. They will be written on “Twinspace Journal Part”.

**P7 You know it. Now notice and introduce it to us:** After Spain mobility, we will organize a workshop and explain the staff the things that we learn. We will upload the photos and products on online platforms.After each mobility, the activities carried out will be displayed in the partner corners in the schools.

**P8 Logo Competition:** Students and teachers are invited to design a logo and vote online for their favouriteone. It will be used on products. The coordinator will award the winner.

**The rules how to prepare the logos:**

Students will draw it on A3 sheet (29.7cm x 42 cm). Logo should contain all the partners. They will be voted according to:

Visuality: It should be well-designed visually. Words or sentences should be legible. Images should be clear. It should not include any politics.

Intelligibility: It should be clear to understand.

Originality: It should not be copied from a famous logo.

Eligibility: It should not be a picture or a poster.

Relevance: It should be about the project.

**Logo Selection Calendar:**

After the Spain mobility, each partner will announce the competition in their school. They will do it in December and January. Each school will have chosen their winning logo by the end of January. And they will send them to Romania by the end of January the latest. We will send our own winning logo to Romania by the end of January and the project logo will have been chosen by the end of February.

**February:** We will choose the project logo online among the logos sent to Romania. We will vote for the logos till 24:00 (Brussels time), February 1st to 24th. The votes given after 24:00 will not be considered. This questionnaire will be created in a way that only one vote can be given from the same computer IP. Everybody can vote. The schools can share the logo competition on social media.

**P9 Live dictionary**: Poland will determine at least 10 (maybe a bit more) English words or short statements often used in daily life, put them in a table. They will share the table with the partners on maybe google drive so that each country can write their own part and everybody can see it. Thus, we will create a mini dictionary. The partners will learn them before the mobilities. Lithuania will share it on our E-twinning account.

**P10 Introducing National Days:** A presentation with pictures/videos/songs about their national days, upload it on etwinning and website. Products will be displayed in the partner corners. (by the end of February)

**C2 Turkey Mobility:** Considering P10 activity, the participants will prepare a presentation about the national days of their own countries. During the activity, they will present it (a presentation with pictures/videos/songs about national days).

**Choosing and preparing the materials:** It is possible to make the work of rhythm amusing and economical. Therefore, the appropriate materials (musical instruments or idle belongings) should be chosen or be prepared. An idle belonging can be turned into a kind of musical instrument by the students with economic obstacles. This can be a wise solution especially for them. We can use wooden sticks, pencils, spoons, boxes and bottles as musical instruments. This kind of practical solutions will facilitate the music activities with disadvantaged children.With this purpose in mind, the hosting country will organize a workshop.

Partners will make a research about how to create musical instruments from appropriate materials prior to the mobility. They will contribute to the workshop by sharing their works. The workshop will include demonstrations, theory and implementation. We will record it and use a flash mob.

**Rhythm:** The instruments are ready in this stage. Now, it is time to teach the teachers how to use the instruments in rhythm. They will be recorded. They will work to create common products after the rhythm activity. The best performance will be recorded. This will be shared on online platforms and take place in the project CD.

**PART 3**

1. **Budget Management:** Turkey made some explanations about it and each country agreed.The hosting country is supposed to give a certificate of attendance to each participant. It is necessary to get the budget. The NAs demand it. The certificate has to include the mobility date, the objectives or the topic of the mobility, the formal Erasmus+ logo, the name/surname and signature of the headmaster/mistress and the stamp. **“**Prepare a budget chart that indicates how much we have spent and how much money we have. The partners can issue a bank card which indicates the project payments so that it can be easier to document the expenses. If not, they will keep the receipts to follow the budget chart. We will consider the most reasonable price to carry out certain activities, the meetings will be held with the related attendees. The hosting country will inform the partners of the approximate costs that they will have. We will fix the mobility dates as much earlier as possible. Thus, we will have a chance to buy the plane tickets cheaper. The cost of communication (mobile phone) with students, parents and partners will be met by the project management budget.

As it is important to buy the mobility plane tickets cheaper, we decided to buy the tickets as soon as earlier, so we fixed the dates of the next 2 mobility dates. So the participants should be decided earlier.

The transportation of the team members upon arrival and departure at the airport and to the hotel will be arranged. It will be indicated to the team members which airport should be used for the team travelling in order to make flight arrangements in a proper way. The hotels should be located near the schools in order to minimize the travel time. A workroom will be set up at schools with the supplies required for the project meeting works. In addition, regarding the budget control, the hosting country will inform the partners of the approximate costs that they will have such as hotel, travel, food and drinks etc.

It is important that students should stay in host families so that we can spend the budget in an economical way.

It is necessary that the Erasmus+ logo should be included in the project products and digital documents etc.

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