



Record 1

06/10/15

Team Good Practice Guide meets in the classroom 34 in IES Puerto del Rosario, formed by Nuria Fernandez, Jesus Alonso, Ana Montes de Oca and Raquel Sanchez, with the following agenda:

Initial diagnosis, evaluation

Good practice Guide examples.

- Evaluation: On Friday the questionnaire for teachers will be ready to be answered the following week. We'll do it in English and Spanish, to also share it with Germany and Finland.
- Ana presents examples of best practice guidelines. One of them is tabbed for each example in pdf format and the other has the form of a website: <http://www.educa.jcyl.es/educacyl/cm/gallery/web-guia/presentacion.html>
- We agree that the web format seems more functional, although we like the format of the tabs to give display unit.
- Rachel is responsible for asking the Opeec. on a web platform to host the interactive ebook. Can we access their server ?, SEPIE?
- We are interested in certifying the publication. We bring to the next meeting the conditions of the Canarian government. We can ask for advise at the CEP. We'll ask Marta Nistal.
- We started talking about the good practice example of Villaverde. For next week we will look at the records and see which format is more suited to this model.

No further business the meeting was adjourned at 9:50 pm.

The Secretary
Raquel Sanchez

Record 2

13/10/15

Team Good Practice Guide meets in the classroom 34 at the IES Puerto del Rosario, formed by Nuria Fernandez, Jesus Alonso, Ana Montes de Oca and Raquel Sanchez, with the following agenda:



1. Good Practice Guide.
2. Initial diagnosis, evaluation

- We have no answer on accommodation of our Ebook on a public platform.
- On the issue of certification, it is imperative that the publication has ISBN. We can edit some CD, to get it.
- Nuria has screened the example guide Ana proposed last week. She brings an all purpose sheet and sample sheets on ICT and innovation, which are the most suited to the kinds of best practices that we want to present.
- We discussed the index of the guide, and product design. We recall the index proposed in the Dortmund Meeting in May.
- We have to ask Philipp what program he will use for the layout, in order to know what programs we have to use to write the guide.
- For next week, we agree to work on the model sheet on a shared google drive doc, for review.
- We intend to bring this model to reach consensus in Finland and start working with it all.
- The file with the survey is ready to be launched to the teachers.

No further business the meeting was adjourned at 9:50 pm.

The Secretary
Raquel Sanchez

Record 3 **3/11/15**

Team Good Practice Guide meets in the classroom 34 at the IES Puerto del Rosario, formed by Nuria Fernandez, Jesus Alonso, Ana Montes de Oca and Raquel Sanchez, with the following agenda:

1. Information about the meeting held in Kotka.
 2. Good Practice Guide. Agreements and work.
- The teachers who took part in the Kotka meeting inform about activities they have done.



- With regard to the Guide to Good Practice, Mrs. Susanne Auer from LHB Dortmund, made a classification of the different uses of video based on video examples produced in the project. We review this classification with an eye on our model sheet.

No further business the meeting was adjourned at 9:50 pm.

The Secretary
Raquel Sanchez

Record 4 **10/11/15**

Team Good Practice Guide meets in the classroom 34 at the IES Puerto del Rosario, formed by Nuria Fernandez, Jesus Alonso, Ana Montes de Oca and Raquel Sanchez, with the following agenda:

1. assessment
 2. preparation for the 11/11 dissemination session.
 3. Model sheet. Decisions.
- The evaluation fails, since there are no more answers from the teachers. We will remind about it at the CCP today.
 - Interventions 11/11 diffusion are reviewed. Jesus will discuss the evaluation process carried out in Finland. Ana will report on the best practices guide. Employability team met yesterday to prepare the presentation. We have no information about Social Media Team
 - We start with the modification of the model sheet for the good practices.
 - Model of authorization for the use of image. We will work on the basis of the CINEDEFEST model. We will add it to the guide and use it to obtain permits and use the material in the guide.
 - Raquel will be responsible to start with the introduction.

No further business the meeting was adjourned at 9:50 pm.

The Secretary
Raquel Sanchez

Record 5





17/11/15

Team Good Practice Guide meets in the classroom 42 at the IES Puerto del Rosario, formed by Nuria Fernandez, Jesus Alonso, Ana Montes de Oca and Raquel Sanchez, with the following agenda:

1. Decisions on the edition of the guide
 2. Model of best practice tab
 3. authorizations.
- We decide to request information to partners about the possibility that the edition of the guide is made in a company in Spain, but they pay the bill. It seems more operational.
 - The model of record for good practice is ended. Ana shows some articles in which the videos are classified according to their use. She proposes to adopt this classification for the various tabs of good practice. It seems fine.
 - Cinedefest authorization is adapted for the project. There are one of adults and another for minors.

No further business the meeting was adjourned at 9:50 pm.

The Secretary
Raquel Sanchez

Record 6
24/11/15

Team Good Practice Guide meets in the classroom 42 at the IES Puerto del Rosario, formed by Nuria Fernandez, Jesus Alonso and Raquel Sanchez, with the following agenda:

1. Authorizations: Translation into English.
 2. Guide Sheets . English translation and table format.
 3. Financing of the guide. Communication with partners.
 4. Classification of the videos according to their use.
 5. Contents of the guide.
- The authorizations are ready for use.
 - The model sheet is completed and translated into English. We added links to access the classification of types of video and project phases, as well as key skills and strategic objectives that good practice will contribute to.
 - There seems to be problems with the use of resources in the chapter of intellectual output by the German partner. The Finnish partner gives the OK to spend the money.



- We use the classification in one of the links proposed by Ana Montes de Oca, temporarily. Later the classification of the videos will be linked to the introduction of the Guide itself.
 -
 - Forecast the distribution of tokens of good practice for teams:
Sheets:
 - Social networks (teamwork)
 - Employability (Videocurrículum and video tutorial, My Path)
 - Sustainability (a Sheet with these three examples: Visit the hotel, visit to the desalination plant, Visit to Millares, another video Sheet with the result of the advantages and disadvantages of the city)
 - Video garbage project
 - Tv Project: Video reports of the meetings and follow-ups,
 - Assessment : Interviews, mathematical research on the height of buildings.
 - Good Practice Guide: Villaverde.
 - Germany: Buggy
 - Finland: Video tutorials
- Other Chapters:
- Database online bank resources (Project TV)
 - TV Project recommendations in the phases of production of a video.

No further business the meeting was adjourned at 9:50 pm.

The Secretary
Raquel Sanchez

Record 7
01/12/15

Team Good Practice Guide meets in the classroom 42 at the IES Puerto del Rosario, formed by Nuria Fernandez, Jesus Alonso and Raquel Sanchez, with the following agenda:

1. Development of the worksheet.
 - Progress is being made in the development of the first worksheet to test the validity of the elaborated tab. We begin with the tab on the assessment in Kotka. "The video as an evaluation tool."
 - We agree to bring all the teams together when the first worksheet is ready, in order to present the work and give appropriate instructions so that each team can develop its own work.
 - We suggest the development of a PLE (Personal Learning Environment) by students at the end of the project to measure the evidence of progress in the use of ICT.
 - We discuss on Wordlet use as a tool to create word clouds. Jesus is using it to visually communicate the results of the survey for teachers.



No further business the meeting was adjourned at 9:50 pm.

The Secretary
Raquel Sanchez

Record 8
15/12/15

Team Good Practice Guide meets in the classroom 42 at the IES Puerto del Rosario, formed by Nuria Fernandez, Jesus Alonso and Raquel Sanchez, with the following agenda:

1. The company responsible for the guide layout
 2. sheets
- We decided on a web format for the guide. It can be sent to open repositories. The web gives us more chances and more accessibility. We want someone who is nearby. Best in Puerto. We find Bokanet, Gran Tarajal. We will contact them to get a budget.
 - We must set persons in charge of the work and dates to different teams.
 - We split the work. Jesus is responsible for completing the evaluation sheet. Ana will make a record of the garbage project. Nuria and Raquel prepare interviews for the visit to Villaverde.

No further business the meeting was adjourned at 9:50 pm.

The Secretary
Raquel Sanchez

Record 9
12/1/16

Team Good Practice Guide meets in the classroom 42 at the IES Puerto del Rosario, formed by Nuria Fernandez, Jesus Alonso and Raquel Sanchez, with the following agenda:

1. Website terms.
 2. Date to the visit to Villaverde.
 3. Date for the trip to Spain.
- **WEB CONDITIONS**
The website will contain static content.
The work is structured in a generic way in sheets. The sheet template is supplied as well as all content.
Videos do not have to be edited. Since they are ready. They just have to be linked.
To ensure compatibility with browsers we do not want flash content.



Deadline: March delivering content, Site must be ready in April.

- We propose the date of January 29 for the visit to Villaverde. Contact by Marta Nistal.
- The Germans have problems with the amendment proposed by the Finnish partner. We hope they will agree on the date.

No further business the meeting was adjourned at 9:50 pm.

The Secretary
Raquel Sanchez

Record 10 **19/1/16**

Team Good Practice Guide meets in the classroom 42 at the IES Puerto del Rosario, formed by Nuria Fernandez, Jesus Alonso and Raquel Sanchez, with the following agenda:

1. The group splits to work on tasks of each.
 - Jesus Alonso works with video evaluations.
 - Nuria Fernandez and Raquel Sánchez prepare questionnaires for the next visit to Villaverde. Marta Nista lis contacted to schedule the visit . Marta gives us the school mail to which we will send questionnaires and authorizations to be signed by participants at CEIP Villaverde.
 - We review the authorizations following the changes proposed at the general meeting held on 14/01.
 - Ana Montes de Oca fails to attend because she was sick.

No further business the meeting was adjourned at 9:50 pm.

The Secretary
Raquel Sanchez

Record 11 **14/01/2016**

Gathered the members of the various teams of Erasmus +, on Thursday January 14 at 16:30 hours in the classroom EPV.

With the following agenda:

1. Good Practice Guide: information and sharing tasks.
2. Next sustainability team trip to Dortmund. Information.
3. Any other business.

Raquel Sanchez begins by explaining the agenda of the meeting. Prior to the first point, delivering attendees copies of the model authorization for under 18 and adult model.

It reviewed the two models, and it is proposed the following amendments:



1st. Change the paragraph on the specific title of the video / product generated by another that refers to the audiovisual material created more generic. Only thus it will require an authorization by person.

2nd. Include the full name of the student / participant in the authorization.

3rd. Include a paragraph in which it is possible to renounce profit by participants.

They agree those changes.

Raquel Sanchez fail to remember that all documents generated are shared in the Drive and at the same time urges all participants to do so. There is also a document with all the logos that should appear in the documents in the project folder, for ease of use.

1. Good Practice Guide: information and sharing tasks.

With regard to the Guide to Good Practice, as an intellectual product, she explains that tries to collect the various best practices developed from the Erasmus +. It has created a tab, which also delivers copies to the present, and whose model is also in the folder. Said paragraphs to see if there is any doubt about them.

She then presented a quadrant with the teams responsible, worksheet and delivery date: February 15. The meeting itself responsible for each tab, as reflected in the table and the agreed date of delivery for all determined.

FICHAS DE BUENAS PRÁCTICAS			
EQUIPO	FICHA	RESPONSABLE	FECHA
Social Media	- Team Work	Inma	15/02
Sustainability	- Video visits Report - Research Result	Ramón Paqui	15/02
Employability	- Videocurrículum - Video-tutorial	Elena Miguel	15/02
Good Practices Guide	- Project Trash - Experience of CEIP Villaverde.	Ana Montes de Oca Nuria Fernández	15/02
Project TV	- Documentary video meetings	Felipe Sánchez	15/02
Rating	- Interviews evaluation - Mathematical Research	Jesús Alonso	15/02



Alemania y Finlandia	- Video on Buggy - Videotutoriales.		15/02

Also discussed elsewhere in stop / chapters included in the guide, of which are taking care peers.

Good Practices Guide	- Introduction project - Intro. Educational use of video	- Raquel - Ana Montes de Oca
Project TV	- Database online resource bank - Recommendations in the stages of production of a video.	- Felipe

2. Next sustainability team trip to Dortmund. Information.

Finally, reports on the trip to Germany to be held in February and will be attended by the sustainability team, Raquel F. S. and Nuria with four students / ace and two others named team of the TV Project.

3. Any other business.

No pleas.

No further business, the meeting was adjourned at 17:00.

The Secretary
Nuria Fernandez

Record 12
26/1/16

Team Good Practice Guide meets in the classroom 42 at the IES Puerto del Rosario, formed by Nuria Fernandez, Jesus Alonso and Raquel Sanchez, with the following agenda:

1. Review of materials and final details for the visit to Villaverde.
 - The visit has been confirmed by the school of Villaverde.



- We review the questionnaires again, adding some questions. Teammates give approval to the changes made in the permits.
- Nuria Fernandez, Ana Montes de Oca, Raquel Sánchez and Rabouba from the Project TV will travel to Villaverde. Maqui and Marta Nistal from the Teachers Training Center CEP. will also come.
- The date of the visit of the partners to Puerto del Rosario has been advanced by agenda issues to the first half of April. (11-15) This will hinder much the Guide to Good Practice to be finished. We'll have to keep working on it after the meeting, and the Guide presentation won't happen to the time of the meeting. We must organize it later.

No further business the meeting was adjourned at 9:50 pm.

The Secretary
Raquel Sanchez

Record 13
2/2/16

Team Good Practice Guide meets in the classroom 42 at the IES Puerto del Rosario, formed by Nuria Fernandez, Jesus Alonso and Raquel Sanchez, with the following agenda:

1. Development of the information document relating to the visit to the CEIP Villaverde on Friday 10/29/16 by teachers from the team good practice guide.
2. Format and layout of the guide. Decisions to be made.

1. We begin to develop the information document relating to our visit to the CEIP Villaverde. Although we still don't have the audiovisual material of the interviews, we start with the writing. The Head of Studies at the CEIP has requested our help to learn how to edit and process video, and we have invited him to attend sessions of the training plan.
2. Due to the upcoming visit to Dortmund by the teams Sustainability and good practice guide, we discussed the format and layout of the guide. It is convenient to carry a finished example of tab. We have the record of Felipe already in English. It seems appropriate to be taken and shown to our partners.

On the other hand we have not had any news from the company to which we asked for budget. We value different options: to use a wiki, a blog, an open teaching resource in google, a document in PDF format, etc. At the end we feel that a page on google sites can cover our needs well, we have a server to host it, and we can modify it to add content directly together. We can create it from the corporate account of the project. We agree that Jesus will look at the possibilities.

We also organize the page structure, with tags and sections.

No further business the meeting was adjourned at 9:50 pm.

The Secretary



Record 14
23/2/16

Team Good Practice Guide meets in the classroom 42 at the IES Puerto del Rosario, formed by Nuria Fernandez, Jesus Alonso, Ana Montes de Oca and Raquel Sanchez, with the following agenda:

- Information about the trip to Germany sustainability team.
 - Review of the work submitted. Decisions to be made.
-
1. The teachers attending the trip, Nuria Fernandez Outón and Raquel Sanchez report on the various activities during the trip to Dortmund with the sustainability team. It is reported about the meeting with the partners, where the model sheet of good practice was presented, and different points are explained to be filled. It was also agreed that each team will write two examples of good practice. The German team will write an example on the shortfilm of terror carried out by students at the meeting in Finland, and another example on the transformation of the car in electric vehicle, made by Automotive students of Leopold Hoesch Berufskolleg. The Finnish team will conduct an example on video tutorials that they have developed, and another one on an interview conducted by the team employability. Teachers set the date of March 15 for delivery of these works.
 2. During the exhibition the model sheet, we found that point 10, dedicated to the evaluation, was not well expressed. In the end, we decided that depending on the design of good practice, each author should propose its evaluation model, either a rubric, or with the simple observation that the objectives have been achieved.
 3. Once delivered all work, the next step is the translation of content from English into local languages. The goal is to have at the end a guide in four languages.
 4. Once past the deadline of the examples good practice, we review the work submitted. Employability team has delivered two examples in Spanish and English. The sustainability team has warned that the tab is not ready. The TV project team delivered its record in English last month. The team of social networks has not given any tab. The tab on the evaluation, which Jesus was preparing, is completed. It is also completed a tab on the garbage project, produced by Ana Montes de Oca.
 5. For next week, we propose to shape the Google sites in which we present the content. Later we give editing privileges to all teams, so they can attach their jobs.

No further business the meeting was adjourned at 9:50 pm.

The Secretary
Raquel Sanchez



Record 15
25/2/16

Members of the various teams participating in the project (contained in attached document) meet in the blue classroom (IES Puerto del Rosario), at 18:00, with the following agenda:

1. Information about the last international meeting.
2. Appropriate agreements on the outstanding work.

1. Rachel begins by informing those present about the meeting that took place in Germany the week of 15 to 20 February. Comments made visits and activities. He explains that all this information has been collected in a report which will be available in the shared folder Drive. Continuing with the highlights on the different views. Activities in the center: presentation of the work, evaluating them, knowledge dynamics, etc. Regarding the meeting held among teachers on the slope (good practice sheets) work as agreed deadline: March 15.

The TV project students prepare a presentation on mobility made, on which it will communicate how to be disseminated later.

We should now focus on the work that remains pending:

2. The last meeting will take place from 11 to 15 April in Puerto del Rosario, coincide with the Open Days.

It is necessary that we raise work how we want to develop, organize, etc.

work delivered by teams in relation to the chips of good practice is reviewed. Are teams that have finished their part and translate it into English, so set as deadline: March 8, since they must be revised.

Felipe proposes that in relation to the translation, the most experienced teachers take charge of reviewing the work groups. He offered to give a final review.

Inma proposed that will be revised to redirect the work if necessary in regard to the development of own chips, before translation.

On the other hand, Rachel announces that from the team of best practices, aims to create the guide using google sites as being difficult to contact companies who are responsible for its publication.

Finally, we proceed to collect proposals for activities to develop the week of the meeting:

Raquel contained in a document the intended planing (folder Trans meeting in May Puerto del Rosario, within the Erasmus + folder).

Monday 11/04

Welcome to the center. Visit.

Dynamics of group cohesion. They have it has been for them the project. Elaboration of a poster or a mural. canaries games.

Preparation of evaluation questionnaires.

Water activities for students (could take place on Monday or Tuesday)

Tuesday 12/04

Morning: JPA to other centers.

Afternoon: water activities for students



Wednesday 13/04

JPA for our students in the morning and in the afternoon for families.

The Erasmus + will have a stand at the conference.

Thursday 14/04

In the afternoon: is sought Auditorium Puerto (to be confirmed), the idea revolves around a gala closing of the project presentation of the guide, exposure of different videos. some action is proposed to liven up the festival as could be the performance of the choir of the center, or other actions in which collaborate others in the center or not. Invite families and other centers, CEP, in addition to the relevant authorities.

Another option should be raised if the audience can not host the gala. It states: Sala Juan Ismael, popular University, among others.

Friday 15/04

Evaluation activities.

From 14:00 meeting / tasting for teachers. Afternoon: Students have free time.

Inma proposed that we commissions with distributed tasks.

Jesus proposes that students meet to develop a plan with activities for students.

It must also design the various assessments to develop. Continues to explain the dynamics should be developed to take them into account in the schedule.

Other suggestions:

Visit the desalination plant (Corralejo + bus) or Port if possible / visit Majada Marcial / Participation in videoconferencing with the Eures Network (on job search) an hour / Visit the salt museum.

If Sunday and they were here, Raquel proposes an exit to the south for example.

Sharing of responsibilities: the tasks involved in each activity are listed and quoted above are collected quadrant.

It will be necessary to ask the plan of short substitutions are active in those days.

It's also needed to specify locations for lunch.

It proposes that the team structure created for the distribution of tasks will take. All present agree and so stated in the quadrant.

Date for sharing the work completed: Wednesday, March 9 at 17:00 h. In the blue room.

These activities will be open to all teachers who wish to participate.

No further business the meeting was adjourned at 19:30 hours.

The Secretary
Nuria Fernandez

Record 16 **19/4/16**

Team Good Practice Guide meets in the classroom 42 at the IES Puerto del Rosario, formed by Nuria Fernandez, Jesus Alonso, Ana Montes de Oca and Raquel Sanchez, with the following agenda:





- Closure of the Good Practice Guide.
1. About the format, we think the easiest way is to share a pdf made with acrobat. We can link here all videos, and host it in any webpage we want. The edition work must be done when all texts are ready and revised.
 2. Content: Ana will work this week on the theory part she wants to write. According to this theory, we will revise all good practice examples and decide what should be improved. Later we will hold a meeting with all Erasmus+ teachers concerning this question.

No further business the meeting was adjourned at 9:50 hours.

The Secretary
Raquel Sánchez

Record 17
26/4/16

Team Good Practice Guide meets in the classroom 42 at the IES Puerto del Rosario, formed by Nuria Fernandez, Jesus Alonso, Ana Montes de Oca and Raquel Sanchez, with the following agenda:

- Good Practice Guide.
1. Working time is devoted to go forward with the Good Practice Guide.

No further business the meeting was adjourned at 9:50 hours.

The Secretary
Raquel Sánchez

Record 18
3/5/16

Team Good Practice Guide meets in the classroom 42 at the IES Puerto del Rosario, formed by Nuria Fernandez, Jesus Alonso, Ana Montes de Oca and Raquel Sanchez, with the following agenda:

- Good Practice Guide.
1. Working time is devoted to go forward with the Good Practice Guide.

No further business the meeting was adjourned at 9:50 hours.



The Secretary
Raquel Sánchez

Record 19
10/5/16

Team Good Practice Guide meets in the classroom 42 at the IES Puerto del Rosario, formed by Nuria Fernandez, Jesus Alonso, Ana Montes de Oca and Raquel Sanchez, with the following agenda:

- Good Practice Guide.

- Working time is devoted to go forward with the Good Practice Guide.

No further business the meeting was adjourned at 9:50 hours.

The Secretary
Raquel Sánchez

Record 20
17/5/16

Team Good Practice Guide meets in the classroom 42 at the IES Puerto del Rosario, formed by Nuria Fernandez, Jesus Alonso, Ana Montes de Oca and Raquel Sanchez, with the following agenda:

- Good Practice Guide.

- Working time is devoted to go forward with the Good Practice Guide.

No further business the meeting was adjourned at 9:50 hours.

The Secretary
Raquel Sánchez

Record 21
24/5/16

Team Good Practice Guide meets in the classroom 42 at the IES Puerto del Rosario, formed by Nuria Fernandez, Jesus Alonso, Ana Montes de Oca and Raquel Sanchez, with the following agenda:

- Good Practice Guide.

- Working time is devoted to go forward with the Good Practice Guide.



No further business the meeting was adjourned at 9:50 hours.

The Secretary
Raquel Sánchez

Record 22
31/5/16

Team Good Practice Guide meets in the classroom 42 at the IES Puerto del Rosario, formed by Nuria Fernandez, Jesus Alonso, Ana Montes de Oca and Raquel Sanchez, with the following agenda:

- Good Practice Guide.

- Working time is devoted to go forward with the Good Practice Guide.

No further business the meeting was adjourned at 9:50 hours.

The Secretary
Raquel Sánchez

Record 23
7/6/16

Team Good Practice Guide meets in the classroom 42 at the IES Puerto del Rosario, formed by Nuria Fernandez, Jesus Alonso, Ana Montes de Oca and Raquel Sanchez, with the following agenda:

- Good Practice Guide.

- Working time is devoted to go forward with the Good Practice Guide.

No further business the meeting was adjourned at 9:50 hours.

The Secretary
Raquel Sánchez

Record 24
14/6/16

Team Good Practice Guide meets in the classroom 42 at the IES Puerto del Rosario, formed by Nuria Fernandez, Jesus Alonso, Ana Montes de Oca and Raquel Sanchez, with the following agenda:

- Good Practice Guide.

- Working time is devoted to go forward with the Good Practice Guide.

No further business the meeting was adjourned at 9:50 hours.



The Secretary
Raquel Sánchez

Record 25
21/6/16

Team Good Practice Guide meets in the classroom 42 at the IES Puerto del Rosario, formed by Nuria Fernandez, Jesus Alonso, Ana Montes de Oca and Raquel Sanchez, with the following agenda:

- Good Practice Guide.
- Working time is devoted to go forward with the Good Practice Guide.

No further business the meeting was adjourned at 9:50 hours.

The Secretary
Raquel Sánchez