**MINUTES OF THE 3rd TRANSNATIONAL MEETING IN CROATIA, HVAR**

**24th to 26st of April 2017**

1. **Exchange of Europass documents among all partner schools**
2. **E-Twinning**
	* check if all the presentations of every study visit are already in E-Twinning
		+ Spain – yes
		+ Italy – presentation rural tourism is missing
		+ Turkey - presentation rural tourism is missing
		+ Finland - presentations rural tourism and sport activity are missing
		+ Germany - presentation rural tourism is missing
		+ Croatia – all presentations must be uploaded
	* upload of pictures
		+ Benito Sanchez emphasize the use of the software Padlet to upload pictures
		+ all the partners should use the embedded code for presentations, pictures or videos
		+ he explains to the other partner schools the use of YouTube videos to embed them into E-Twinning, google drive, Padlet, Vimeo or Haiku
	* Project journal
		+ it is the first impression about the project and has to be updated
		+ Natalija Moskatelo will upload the presentations of every meeting; the presentations were already shown on the opening ceremony of the Croatian meeting
3. **Dissemination**
	* + the coordinators of the Spanish school explain once again more the importance of dissemination
		+ our project logo, the logo of the school and the Erasmus+ logo must be included in all presentations
		+ check of the dissemination pages of the partner schools:
			- Spain – okay
			- Finland – okay
			- Germany - okay
			- Italy – only till March 2016, page has to be updated
			- Turkey – only till October 2016, page has to be updated
			- Croatia – only till March 2016, page has to be update
4. **Meeting assessment / evaluation**
	* Spanish coordinators emphasize that the questionnaire for teachers, students and parents should be filled out after every meeting
	* final evaluation: every school will get the data of the questionnaire for their own meeting of Benito Sanchez
	* every partner school writes a report with conclusions of that received data, deadline: end of May
	* Benito Sanchez will prepare an extra section of the evaluation part for every country, like we did already with the dissemination part
5. **Quality labels in E-Twinning**
* all partner school agreed to apply for their national E-Twinning Quality label, because we have done all the required aspects to get this label
* Spanish coordinators will check how many partner schools have to get the national quality label in order to apply for the international quality label as well
* the profits of the national and international labels are: reputation, certificate for the schools and some gifts for the students
* the Spanish coordinators will divide the application form for the national label among all partner schools and inform the partner schools about that very soon, this is going to be one or two sections per country
* Maria Jose Velez will check whether the application has to be in English or in mother tongue
* deadline for application for the national label: end of May
1. **Mobility tool**
	* the Spanish coordinators explained once more to all the partner schools the use and importance of the mobility tool
	* every partner school must document their mobilities in this form, for more than five students we can use the button “non-EU funded”
2. **European shared treasure – online platform**
	* every partner school is obliged to fill in this online page about the results of our Erasmus+ project
	* the Spanish coordinators informed us, that we will get the link from our national agencies
3. **Improvements for next Erasmus+ projects**
	* at the end of every meeting all the students and teachers should fill out the questionnaire, so more data would be gathered
	* after every meeting the parents should receive a thank-you letter and the link to the questionnaire for the parents, students have to help them at home or send the parents an evaluation on paper and the students have to fill them in online for their parents at school
	* Europass documents should also be handed out immediately after each meeting