**Kick-off Meeting – Ruse**

**January 11th – 12th, 2018**

**MINUTES**

**Venue :** Vega Hotel – Ruse, Bulgaria

Present (in order of signing register):

Ömer Faruk Metin, [TR1]

Daniela Boneva [BG]

Teodora Pantazi [RO1]

Paula Manole [RO2]

Murat Akin [TR2]

Boguslaw Klimczuk [PL1]

Agnieszka Duda [PL2]

Emanuela Leto [IT1]

Salvatore Giammanco [IT2]

Rosa Martins [PT1]

Mariana Martinho [PT2]

**THURSDAY, January 11th**

1. Introduction of the host partner Bulgaria
2. Introduction of coordinator Turkey
3. Presentations of the Partner Institutions
4. A general briefing presentation about the project by the representative of Coordinator- Ömer
5. Project tasks
* Output 1 – Need analysis – Leader Partner Fatih RAM
	+ Provided a very draft version of the questionnaires to be used to collect information from the target group. Suggested to use other methods of survey such as face to face interviews, open ended questions etc.
	+ Daniela suggested to make changes in the given questionnaires to understand the situation as these are more like a checklist.
	+ The survey will be applied to Parents and students who are in the first year of transition period.
	+ For teachers it will be applied to ones who are both in the previous year and the first year of the transition
	+ We will focus on offically diagnosed children or the ones who are strongly believed to be dyslexic.

DEADLINES:

* + Partners are to examine the questions, comment on them and suggest new ones untill **26th January**
	+ Final version of the questionnaires will be sent to partners by Murat untill **16th February**
	+ A template for he National Need Anlyssis will be prepared by Murat
	+ Finalization of the National need analysis – **end of April**
	+ General Need Analysis – **end of May**
	+ Second transnational meeting **– 9-10-11 May 2018**
* Output 2 Transition Support KIT

Activity 1 – Checklist – Teodora Pentazzi

* Checklist will be formed according to the results of the need analysis
* It will be for the last year students before transition, It should give parents an idea what to prepare the child for the next year.
* Details will be discussed in future meetings

Activity 2 – IEP Template – Rosa Martins

* Rosa provided a brief summary presentation about how IEP template preparation will be handled in the project. Details will be discussed in future meetings.

Activity 3-4-5-6-7 – Guide for Teachers & Guide for Parents – Daniela Boneva

* + Daniela provided a brief information about the Situation about dyslexia in Bulgaria
	+ Guide for PArents and Teachers:

Need for partners’ contribution how is dysslexia assumed in each country

* Details will be discussed in next meeting
* Study Visits
	+ Omer provided information about study visits.
	+ There will be 6 study visits, one per partner country
	+ 3 participants from each country for 3 days.
	+ Participant selection criteria is defined in the application form
	+ Study visits will be realised with transnational meetings. Bulgaria study visit is cancelled to a later time which will be decided in next meetings. The first study visit will be in Portugal in **9-10-11 May 2018**

**FRIDAY, January 12th**

1. Presentation of Dissemination Strategy Plan – Emanuela Leto

Emanuela provided a template dissemination strategy which will include:

* Newsletters
* Facebook page (public)
* Facebook group
* eTwinning Project link to the facebook page
* Press Releases
* Publishing Articles
* Open Education Europa (Ema has written there)
* Flyers and brochures
* An eTwinning Project will be started by Ema with Omer.
* Live Event in eTwinning about the results (conference)

Daniela suggested combining live events with some of the meetings when some outputs are ready

* Reading Events (you can promote it also in the eTwinning live)
* Workshops – Open to parents and teachers
* Online discussion lists
* Journal Articles –We can make a selection of articles and publish there something about dyslexia
* Everything should be collected in a place (eTwinning Twinspace)
* Gadgets (pencils, memory sticks etc.)
1. We decided to use **Edmodo** for sharing and storing documents
* folders for every output
* please put each activity into these folders with **proper names**
1. Project Logo suggestions were voted. The logo prepared by Portuguese Partner is selected as project logo by a majority vote.
* There are compulsory logos to be used in all project related materials. These are Erasmus+ Logo, Turkish NA logos. Omer will provide these to partners.
* It is decided by partners to use the compulsory logos and the project logo in upper part of the work and partner logos at the bottom.
* Partners will upload their logos (vectoral or high quality) to Edmodo

1. Administrative and Financial issues – Ömer Faruk Metin
* Keep your documents Monthly
* Ömer will provide a timesheet template for partners to use for declaring staff expenditiures for Intellectual Outputs –It is important to state in timesheet which output is the work related to
* Keep your boarding passes and travel tickets – scan them when you return home and send it to coordinator
1. Official good bye