

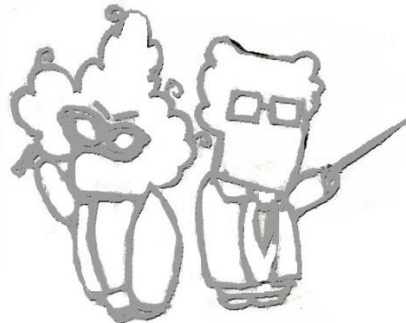
GETTING STARTED

EXECUTIVE SUMMARY

FIRST TRANSNATIONAL PROJECT MEETING

9-10 NOVEMBER 2015

TARTU, ESTONIA



SUMMARY

The first transnational project meeting of the six partner schools took place 9-10 November 2015 in Tartu, Estonia. The partners came together to discuss the terms of the project, plan further steps and to establish a good rapport. During the two working days the following agenda items were covered:

1. Partnership agreement
2. The Budget Amendment
3. The logo and the slogan of the project
4. General ideas about the project website, the e-book
5. General ideas about dissemination
6. The first Learning, Teaching and Training Activity in Portugal

The meeting was successful thanks to highly motivated participants, good organisation, excellent working conditions and full support of the senior management of Tartu Tame Gümnaasium. The information provided was clear and concise. The participants clearly understood what their responsibilities were and which tasks they had to complete before the next transnational meeting in Portugal.

The partners were mainly worried about the limited number of those who can travel due to the tight budget of the project. They therefore spent a lot of time on creating the procedure for choosing the students wisely. In addition, several possible strategies for communicating the project to local communities and important stakeholders were discussed.

The participants appreciated the synergy that was created in intensive intercultural interaction. It was easy for the like-minded people to get along and work towards a common goal. A true European team was built.

PARTNERSHIP AGREEMENT

- The partners agreed to pursue the aims and objectives of the project in close transnational collaboration from September 2015 to August 2017.
- They divided their tasks and responsibilities as follows:

I	Budget management	coordinated by Tartu Tamme Gümnaasium
II	Time management	coordinated by Tartu Tamme Gümnaasium
III	Quality management	coordinated by CFPIMM
IV	Risk management	coordinated by Tefvik Seno Arda Anadolu Lisesi
V	Dissemination	coordinated by 10i Campus
VI	Implementation	coordinated by C.E. Rivas Luna
VII	Sustainability	coordinated by Colegiul Tehnic Mihai Bacescu
- The partners committed themselves to testing all learning and teaching methods covered during the project period and implementing the best of them in their daily school practice as a result.
- The partners decided to disseminate the project outcomes for awareness, understanding and action. Local communities, teachers' associations and all interested parties such as the schools' senior managements, fellow-teachers, students and their parents were to be targeted.
- The partners also agreed to review their agreement critically at each following transnational project meeting and transnational learning and teaching activity in order to alter the course of action if needed.

THE BUDGET AMENDMENT

- The partner schools decided to apply for a budget amendment due to the miscalculated grant for learning teaching and training activities. As a result, the number of students and teachers participating was to be considerably reduced.

THE LOGO AND THE SLOGAN OF THE PROJECT

- The partners decided in favour of a draft drawn up by CFPIMM.
- The partners worked out a slogan “*click IT!*”

GENERAL IDEAS ABOUT THE PROJECT WEBSITE AND THE E-BOOK

- CFPIMM demonstrated an attractive example of the website they had designed for another project.
- The partners trusted the expertise of the Portuguese team and agreed that CFPIMM would design and construct a website for this project, too.
- Tartu Tamme Gümnaasium was to provide the content for the website.
- The partners started working on the main concepts of the e-book.
- The book was to be created by CFPIMM and Tartu Tamme Gümnaasium in close collaboration.

DISSEMINATION

- The partners agreed that all three learning, teaching and training activities would be recorded on video.
- In addition, the partners decided to carry out a wide variety of dissemination activities locally.
- To communicate the project outcomes on national level, the schools were to write articles, participate in seminars and conferences.
- To communicate the project on European level, the project website was to be constructed.

THE FIRST LEARNING, TEACHING AND TRAINING ACTIVITY IN PORTUGAL

- The partners agreed to meet for the first learning, teaching and training activity from 22 to 26 February 2016 in Lordelo, Portugal.
- The activity was to be hosted by CFPIMM, and two students accompanied by two teachers from each school were to attend.
- 14 activities were planned for a five-day stay.
- The partners decided to focus on Netiquette and e-safety, practical tools for digital classrooms, innovative production practices and teacher-student relationships in school context.
- The concepts of the project website and e-book were to be further developed.
- As well as that, several teacher round-tables were planned to share good practices and discuss various expected project outcomes.
- The participants agreed to prepare their students with great care to enable effective teamwork with their European peers.