



Project number: 2019-1-PT01-KA201-061277

AGENDA

KICK-OFF MEETING, Maia (Portugal)

28th and 29th October 2019

Meeting venue: Escola Básica Gonçalo Mendes da Maia

Address: Avenida Luís de Camões, Maia

28th October 2019 (Monday)

Time	Task	Responsible Partner
09:30-09:45	Welcoming and practical information regarding the meeting	Escola Básica Gonçalo Mendes da Maia
09:45-11:00	Presentation of the partner organisation (max 10 min. per partner organisation)	All partners
11:00-11:30	Coffee break	Escola Básica Gonçalo Mendes da Maia
11:30-13:00	Presentation of the project and project activities: General concept, aims and outputs partners' Responsibilities. Management Plan; establishment of management committee	Escola Básica Gonçalo Mendes da Maia and Make it Pedagogical
13:00-14:00	Lunch	Escola Básica Gonçalo Mendes da Maia
14:00-15:30	Presentation of IO1 – 12 Habits for success methodology guide for teachers and trainers Discussions	Know and Can and 119 Secondary School
15:30-16:00	Coffee break	Escola Básica Gonçalo Mendes da Maia
16:00-17:00	Workshop for presenting the general management tool: Admin Project	Know and Can
19:30	Dinner	Escola Básica Gonçalo Mendes da Maia

29th October 2019 (Tuesday)



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Time	Task	Responsible Partner
9:30-11:00	Presentation on the financial issues, reporting rules and requirements, documents needed for reporting; bilateral agreements	Escola Básica Gonçalo Mendes da Maia
11:00-11:30	Coffee break	Escola Básica Gonçalo Mendes da Maia
11:30-12:00	Evaluation and quality assurance – strategy and plan	Makeitpedagogical - Portugal
12:00-13:00	Dissemination activities – strategy and plan	Scola Primaria Carol I - Romania
13:00-14:00	Lunch	Escola Básica Gonçalo Mendes da Maia
14:00-14:30	Learning, Teaching Activities	Makeitpedagogical - Portugal
14:30 – 15:15	Multiplier Event	European School Brussels - Belgium
15:15-15:30	Coffee break	Escola Básica Gonçalo Mendes da Maia
15:30-16:30	Review of the working plan and deadlines Distribution of tasks among partners Questions Closing of the meeting	All partners