



Funded by the
Erasmus+ Programme
of the European Union

3st transnational project meeting minutes

“Innovative Teacher – Motivated Student: Collaborative Problem Solving”

No. 2015-1-LT01-KA201-013472

Date: 26 – 28 February 2017

Venue: Hotel „Casa per Ferie - Maria S.S. Assunta” (Via Casilina 235 - 00176) Rome, Italy.
Receiving organisation: 940863141 Congregazione suore Francescane Missionarie del sacro cuore, Italy

Participating Partners:

- 942881711: Business & Finance College – Sofia, Bulgaria
- 930706465: 1o Geniko Lykeio Thessalonikis, Greece
- 933171526: Center for Education Initiatives, Latvia
- 942181080: Ugdymo Plėtotės Centras (Education development centre), Lithuania
- 947271737: Conselleria De Cultura, Educacion E Ordenacion Universitaria, Spain
- 947686412: Alytaus Putinu gimnazija, Lithuania
- 948446892: CREF - Centro de Recursos Educativos e Formação, Portugal
- 949382651: Epimorfotiki Kilkis Single Member llc. Greece
- 983256215: Ou Miksike, Estonia

Head of meeting: Eglė Vaivadienė, Education Development Centre, Project coordinator

Minute taker: Vitor Costa, CREF - Centro de Recursos Educativos e Formação, Portugal

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1. Agenda

3rd transnational project meeting

“Innovative Teacher – Motivated Student: Collaborative Problem Solving”

No. 2015-1-LT01-KA201-013472

| | |
|---------------|---|
| Date: | 26 – 28 February 2017 |
| Venue: | Hotel „Casa per Ferie - Maria S.S. Assunta” (Via Casilina 235 - 00176) Rome, Italy. |

Work programme

| 26 February | | |
|-------------|-------|---|
| 10:00 | 10:30 | Welcome meeting at the Hotel “Casa per Ferie - Maria S.S. Assunta”. Presentation of goals and objectives of 3 rd transnational project meeting (presentation by the coordinator). |
| 10:30 | 11:30 | The evaluation of the work done and review of the further plans. Budget Management: justified and unjustified costs. |
| 11:30 | 12:00 | Coffee break |
| 12:00 | 13:00 | Workshops, Part 1. Presentation of good practices (Intellectual Output No2). |
| 13:00 | 14:00 | Lunch break |
| 14:00 | 15:00 | Workshops, Part 2. Debate: preparing criteria for evaluation of collection of good practice. |
| 15:00 | 16:00 | Workshops, Part 3. The evaluation of good practices (Intellectual Output No2): analysis of the situation. |
| 16:00 | 16:30 | Coffee break |
| 16:30 | 17:00 | Workshops, Part 4. The evaluation of Intellectual Output No2: Collection of good practices (O2) and methodological material. |
| 17:00 | 18:00 | Workshops, Part 5. Review of the Agreements on partners` responsibilities and obligations. |
| 18:30 | 19:30 | Dinner |

| 27 February | | |
|--------------------|-------|---|
| 8:00 | 8:15 | Meeting at the Congregazione suore Francescane Missionarie del sacro cuore Lyceum. |
| 8:15 | 9:00 | The Handling of the project documentation |
| 9:00 | 9:30 | Coffee break |
| 9:30 | 12:00 | The observation of Latin, math, music lessons. |
| 12:00 | 13:00 | Lunch break |
| 13:00 | 15:00 | Workshops, Part 6 at ITC- Technical Institute “Ambrosoli”. The Handling of the project documentation. |
| 15:00 | 15:30 | Coffee break |
| 15:30 | 17:00 | Workshops, Part 7. Digital learning objects (Intellectual output No3). Online tools and sites for creative and collaborative problem solving. |
| 15:00 | 16:00 | Workshops, Part 8. The discussion: preparation of criteria for evaluation of DLO (Intellectual output No2). |
| 16:30 | 17:00 | The evaluation of DLO (Intellectual Output No3): analysis of the situation. |
| 18:30 | 19:30 | Dinner |

| 28 February | | |
|--------------------|-------|---|
| 8:00 | 9:00 | Debate: preparing the interim report. |
| 9:00 | 10:30 | The preparation for the final conference in Lisbon. |
| 10:30 | 11:00 | Coffee break |
| 11:00 | 12:00 | Planning the next steps, distribution of tasks. Synthesis of the work done. |
| 12:00 | 13:00 | Lunch break |

2. Minutes

The 3rd transnational project meeting started by a presentation of the goals and objectives of the meeting by the coordinator.

It was agreed that all intellectual outputs will be available on google disk:

- a) Professional Development Program
<https://drive.google.com/drive/folders/0B6Rc6pqF71RFdmppZ2NNZkJ3S0k>
- b) Collection of good practices:
<https://drive.google.com/drive/folders/0B6Rc6pqF71RFYmtTTmV3bUNXRUK>
- c) Collection of DLO:
<https://drive.google.com/drive/folders/0B6Rc6pqF71RFZGQ3eUwxVGZiMFk>

Next meeting:

11-14th July 2017 The 4rd transnational project meeting in Sesimbra, Portugal / 2-3 participants

12th July – the final international project conference in Sesimbra, Portugal.

Thematic areas:

The evaluation of the work done.

The Handling of the project documentation.

Budget Management: justified and unjustified costs.

Preparation of the second interim report.

Finalising of all intellectual outputs:

1. Professional Development Program (PDP)
2. Collection of good practices
3. Collection of Digital learning objects (DLO)

Decisions about the criteria of selection of good practices and DLO, supporting methodical material.

Planning final project conference in Sesimbra, Portugal (the agenda, presenters, materials etc.).

Project management and implementation, dissemination (budget issues, documents, needed files etc.).

3. Decisions

| No. | Decisions / Tasks | Deadline | Responsible person, institution |
|-----|--|-------------|--|
| 1. | Documents sent to the coordinator: <ul style="list-style-type: none"> • The injunction (The list of all team members and clearly defined their responsibilities) • Expenses incurred 30-09-2015 – 30-06-2016 according to each budget line • Timesheet of the preparation of intellectual outputs • Dissemination Plan | 28-03-2017 | All partners |
| 2. | Draft of criteria for selecting examples of good practice. | 20-03-2017 | Education development centre (Lithuania) |
| 3. | The improvement of criteria of evaluating examples of good practices (sent comments) | 01-04-2017 | All partners |
| 4. | Overview of comments to improve of criteria for selecting examples of good practice sent by partners. | 05-04-2017 | Education development centre (Lithuania) |
| 5. | The finalising of examples of Good Practices. | 15-04-2017 | All partners |
| 6. | Assessment and selection of examples of good practices | 15-05-2017 | All partners |
| 7. | All information connected with activities of the project to interim report (according to the template of interim report) sent to the coordinator. | 28-05-2017 | All partners |
| 8. | All intellectual outputs finalised and sent to the coordinator | 15-05-2017 | All partners |
| 9. | Expenses incurred 30-06-2016 – 30-05-2017 according to each budget line. | 01-06- 2017 | All partners |
| 10. | Presentation to final conference will be sent to Portuguese partners | 30-06- 2017 | All partners |
| 11. | The Final conference | 12-07-2017 | CREF, EDC |

4. List of participants



Erasmus+



1. List of participants

The purpose of the activity: participation in 3rd transnational project meeting

Dates: 26-28 February 2017

Venue: Hotel „Casa per ferie - Maria S.S. Assunta” (Via Casilina 235 - 00176) in Rome

| No. | Name | Surname | Position, organization | City, Country | Signature |
|-----|-------------------|--------------|---|---------------------|-----------|
| 1. | Kristine | LIEPINA | PROJECT MANAGER, CEI | LATVIA | |
| 2. | MARIA LIZ | ARES FERRER | Consejera Cultura, Educacion D.U - Spain | SANTO PETER / SPAIN | |
| 3. | KRISTINA RATHSEPP | RATHSEPP | Mikriike | Estonia | |
| 4. | NIKOLAOS | GEORGIADIS | PROJECT ADMIN, EPANORFOTIKI EKES | GREECE | |
| 5. | VITOR | COSTA | DIRECTOR | PORTUGAL | |
| 6. | CLARA | TARAS | PROJECT MANAGER | ITALIA | |
| 7. | Maria | Zioga | Director of 1 st Lyceum Thessaloniki | Greece | |
| 8. | VYTA | SIUGEDINIENE | Deputy of director | ALYTUS, LITHANIA | |
| 9. | Sia | Tsolova | Coordinator | Bulgaria | |
| 10. | EBLE | RAIVADIENE | coordinator of project, UPCEAC | LITHUANIA | |

Representative from the receiving organisation:

Signature

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Liceo Scienze Umane
(D.M. 19/07/2010)

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XV DISTRETTO

5. Pictures



