**ToWe Project – Project Management Record of Activities**

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| Project: | **2015-1-UK01-KA201-013431** |
| Institution: | Suara |
| Period: | **March 2016 – June 2016** |

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| **Dates** | **Name** | **Activity** | **Cost if Appropriate** |
| 09/02/2016 | Mª Àngels  Mireia | Skype meeting with Suara to planning towe Project - **Coordination and communication between Suara professionals** |  |
| 01/03/2016  05/04/2016  12/04/2016  21/04/2016  10/05/2016  12/05/2016  23/05/2016 | Mireia | Procedures to :  -Signed the Partnership Agreement and send  - Logo  - Article  - Website  - authorization documents  - Preparation T.M 2  **Project management (planning)** |  |
| 07/03/2016 | Mireia  Mª Jose | Preparation and editing of the presentation of our school for the week of training event in Kingston |  |
| 29/03/2016 | Mireia  Mª Àngels  Mª Jose | Share with the professionals of the school, the training received in kingston - **Information, promotion and dissemination** |  |
| 04/04/2016 | Mireia  Mª Àngels  Mª Jose | Information to the famílies about our participation in towe project - **Information, promotion and dissemination** |  |
| 25/04/2016 | Mireia  Mª Àngels  Mª Jose | Information to “New famílies” about our participation in towe project - **Information, promotion and dissemination** |  |
| 05/05/2016 | Mª Àngels  Mireia | Meeting with Suara to planning towe Project, how to start - **Coordination and communication between Suara professionals** |  |
| 07/05/2016 | Mª Ángels | Fotocopy the materials and créate a folder for each educator of the school |  |
| 09/05/2016 | Mireia  Mª Àngels  Mª Jose | Preparation of focus group 1 |  |
| 19/05/16 | Mireia  Mª Àngels  Mª Jose | Meeting in URL Blanquerna for Focus Group 1 |  |
| 31/05/16 | Mª Àngels  Mireia | Preparation for T.M 2 |  |
| 01/06/2016 | Mª Àngels  Mireia | Meeting for Planning the timing to implement the IOs - **Coordination and communication between Suara professionals** |  |
| 31/03/2016  31/05/2016  23/06/2016 | Mª Ángels | economic management |  |