**ToWe Project - Time Sheet**

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| Project: | **2015-1-UK01-KA201-013431** |
| Institution: | Suara Serveis – Escola Bressol Mas Balmanya |
| Period: | 1st February 2016 to the 31th May 2016 |
| Name of the employee | Mireia Miralpeix Anglerill |
| Category of Staff | Leader |

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| **Date** | **Activity – Intellectual Output** | **Hour** |
| 09/02/2016 | Skype meeting with Suara to planning towe Project  I.O 3 (15 min)  I.O 4 (15 min)  I.O 5 (15 min)  I.O 6 (15 min) | 1 hour |
| 07/03/2016 | Preparation and editing of the presentation of our school for the week of training event in Kingston, how we are working with:  I.O 3 (30 min)  I.O 4 (30 min)  I.O 5 (30 min)  I.O 6 (30 min) | 2 hours |
| 21/03/2016 | Reading the materials of IO4 | 2 hour |
| 21/03/2016 | Reading the materials of IO5 | 2 hour |
| 22/03/2016 | REading the materials of IO6 | 2 hour |
| 23/03/2016 | Reading the materials of IO3 | 2 hours |
| 29/03/2016 | Share with the professionals of the school, the training received in kingston  I.O 3 (15 min)  I.O 4 (15 min)  I.O 5 (15 min)  I.O 6 (15 min) | 1 hour |
| 04/04/2016 | Information to the famílies about our participation in towe project - **Information, promotion and dissemination**  I.O 3 (betwen 5-10 min)  I.O 4 (betwen 5-10 min)  I.O 5 (betwen 5-10 min)  I.O 6 (betwen 5-10 min) | 0.50 hour |
| 07/04/2016 | Meeting1 for the planning and analysis of the content of the different outputs  I.O 3 (15 min)  I.O 4 (15 min)  I.O 5 (15 min)  I.O 6 (15 min) | 1 hour |
| 20/04/2016 | Meeting2 for the planning and analysis of the content of the different outputs  I.O 3 (15 min)  I.O 4 (15 min)  I.O 5 (15 min)  I.O 6 (15 min) | 1 hour |
| 25/04/2016 | Information to “New famílies” about our participation in towe project - **Information, promotion and dissemination**  I.O 3 (betwen 5-10 min)  I.O 4 (betwen 5-10 min)  I.O 5 (betwen 5-10 min)  I.O 6 (betwen 5-10 min) | 0.50 hour |
| 05/05/2016 | Meeting with Suara to planning towe Project, how to start - **Coordination and communication between Suara professionals**  I.O 3 (30 min)  I.O 4 (30 min)  I.O 5 (30 min)  I.O 6 (30 min) | 2 hours |
| 09/05/2016 | Work in IO3 in the team meeting | 1 hour |
| 12/05/2016 | Meeting3 for the planning and analysis of the content of the different outputs  I.O 3 (15 min)  I.O 4 (15 min)  I.O 5 (15 min)  I.O 6 (15 min) | 1 hour |
| 19/05/2016 | focus group at URL Blanquerna.  Discussion about I.O 3 (30 min)  Discussion about I.O 4 (30 min)  Discussion about I.O 5 (30 min)  Discussion about I.O 6 (30 min) | 2 hour |
| 30/05/2016 | Work in IO3 in the team meeting | 1 hour |
| 31/05/16 | Preparation for T.M II.  Discussion and planning I.O 3 (15 min)  Discussion and planning I.O 4 (15 min)  Discussion and planning I.O 5 (15 min)  Discussion and planning I.O 6 (15 min) | 1hour |
| 01/06/2016 | Meeting for Planning the timing to implement the IOs  Discussion about I.O 3 (30 min)  Discussion about I.O 4 (30 min)  Discussion about I.O 5 (30 min)  Discussion about I.O 6 (30 min) | 2 hours |
| 02/06/2016 | Prepare and analize meal time videos (I.O 5) | 2 hour |
| 27/06/2016 | Work with IO5 in the team Meeting  Watching vídeo of lunch time (1 hour)  Discuss about it (1 hour) | 2 hours |
|  | **Total hours** | 29 |
| **7 ½ hours = 1 day** | **Total days** | 3.8 |

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| Date |  | Signature (employee) |  |
| Date |  | Signature (employer) |  |