

ToWe Project - Time Sheet


Project:	2015-1-UK01-KA201-013431
Institution:	Suara Serveis – Escola Bressol Mas Balmanya
Period:	1 st February 2016 to the 31 th May 2016
Name of the employee	M ^a Àngels Domènech Pou
Category of Staff	Practitioner

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
21/03/2016 11/04/2016 12/04/2016 13/04/2016 14/04/2016 15/04/2016	I.O 5: Recording videos meal times	3 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
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
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
10/05/2016	Work in IO5 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
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	Analyze meal time videos (I.O 5)	1 hour
27/06/2016	Work with IO5 in the team Meeting Watching video of lunch time (1 hour) Discuss about it (1 hour)	2 hours
	Total hours	28
7 ½ hours = 1 day	Total days	3.7333

Date	07.07.2016	Signature (employee)	
Date		Signature (employer)	

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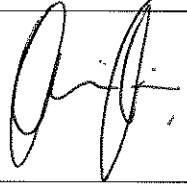
Project:	2015-1-UK01-KA201-013431
Institution:	Suara Serveis – Escola Bressol Mas Balmanya
Period:	1 st February 2016 to the 31 th May 2016
Name of the employee	Mireia Miralpeix Anglerill
Category of Staff	Leader

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
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
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 analyze meal time videos (I.O 5)	2 hour
27/06/2016	Work with IO5 in the team Meeting Watching video of lunch time (1 hour) Discuss about it (1 hour)	2 hours
	Total hours	28
7 ½ hours = 1 day	Total days	3.733

Date	07.07.2016	Signature (employee)	
Date		Signature (employer)	

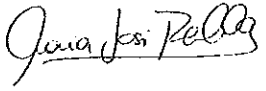
ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Suara Serveis – Escola Bressol Mas Balmanya
Period:	1 st September 2015 to the 29 th February 2016
Name of the employee	M ^a Jose Riella Barragan
Category of Staff	practitioner

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
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
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)	1 hour

	I.O 6 (15 min)	
19/05/2016	<p>focus group at URL Blanquerna.</p> <p>Discussion about I.O 3 (30 min)</p> <p>Discussion about I.O 4 (30 min)</p> <p>Discussion about I.O 5 (30 min)</p> <p>Discussion about I.O 6 (30 min)</p>	2 hour
30/05/2016	Work in IO3 in the team meeting	1 hour
31/05/16	<p>Preparation for T.M II.</p> <p>Discussion and planning I.O 3 (15 min)</p> <p>Discussion and planning I.O 4 (15 min)</p> <p>Discussion and planning I.O 5 (15 min)</p> <p>Discussion and planning I.O 6 (15 min)</p>	1hour
27/06/2016	<p>Work with IO5 in the team Meeting</p> <p>Watching video of lunch time (1 hour)</p> <p>Discuss about it (1 hour)</p>	2 hours
	Total hours	22
7 ½ hours = 1 day	Total days	2.933

Date	07.07.2016	Signature (employee)	
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Date		Signature (employer)	
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