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

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| Project: | **2015-1-UK01-KA201-013431** |
| Institution: | **Kingston University** |
| Period: | **March 2016 – July 2016** |

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| **Dates** | **Name**  | **Activity**  | **Cost if Appropriate** |
| 3.3.16 | Helen Sutherland and Yasmin Mukadam | Preparing folders for C1 – Contextualization of Toddler Wellbeing Training Event (English) |  |
| 3.3.16 | Helen Sutherland and Keith Greives  | Project management meeting |  |
| 8.3.16 | Helen Sutherland and Denis Leahy | Financial reporting 1 meeting |  |
| 8.3.16 | Helen Sutherland | Met with Sarah Howard –EEL to go over ToWe folder with her. |  |
| 9.3.16 | Helen Sutherland | Met with Kathryn Blackburn –EEL to go over ToWe folder with her. |  |
| 9.3.16 | Helen Sutherland  | Refreshments for C1 – Contextualization of Toddler Wellbeing Training Event100 Cups Coffee, tea and snacks | £9.50£51.55 |
| 14.3.16 – 18.3.16 | Helen Sutherland and Yasmin Mukadam | C1 - Contextualization of Toddler Wellbeing Training Event |  |
| 4.4.16 | Helen Sutherland | Email – partners re logos and web links |  |
| 6.4.16 | Helen Sutherland | University’s ethical application for ToWe |  |
| 7.4.16 | Helen Sutherland | Met with Hazel Moody –EEL to go over ToWe folder with her. |  |
| 11.4.16 | Helen Sutherland | EEL – C1 Evaluation Form |  |
| 11.4.16 | Helen Sutherland | Dissemination emailed marketing leaflet to Tricia Johnson secretary for SEFDEY |  |
| 11.4.16 | Helen Sutherland and Keith Greives  | Project management meeting |  |
| 10.5.16 | Helen Sutherland | Transnational meeting 2 draft agenda – emailed to partners |  |
| 11.5.16 | Helen Sutherland | Edited transnational meeting 2 agendaDissemination to School of Education websiteDissemination to EYITT Alumni website and marketing leafletM2 QA evaluation form |  |
| 12.5.16 | Helen Sutherland and Keith Greives | Ethics submission discussion |  |
| 20.5.16 | Helen Sutherland and Daniele Sartori | Looking at Mobility Tool |  |
| 23.5.16 | Helen Sutherland | PowerPoint Presentation on project to support dissemination – email to partners  |  |
| 25.5.16 | Daniele Sartori | The British Council Mobility Tool Webinar |  |
| 1.6.16 | Helen Sutherland | The British Council Mobility Tool Webinar |  |
| 6.6.16 | Helen Sutherland | Refreshments for transnational meeting 2 | £6.30 |
| 8.6.16 | Helen Sutherland | Preparation for transnational meeting 2 |  |
| 8.6.16 | Helen Sutherland | Emails to and from URL re: death and implications  |  |
| 9.6.16 | Helen Sutherland | Preparation for transnational meeting 2 |  |
| 9.6.16 | Helen Sutherland | Contacting the British Council – phone and email re: claiming Force Majeure for URL partners death. |  |
| 9.6.16 -10.6.16 | Helen Sutherland | Transnational meeting 2 |  |
| 10.6.16 | Yasmin Mukadam | Transnational meeting 2 |  |
| 17.6.16 | Helen Sutherland and Daniele Sartori | Progress Report |  |
| 21.6.16 | Helen Sutherland and Daniele Sartori | Progress Report |  |
| 28.6.16 | Helen Sutherland | Emailing partners re: Financial Reporting 2 |  |
| 30.6.16 | Helen Sutherland and Keith Greives  | Project management meeting |  |
| 1.7.16 | Helen Sutherland | Emails to partners to address questions |  |
| 1.7.16 | Helen Sutherland | EU platform data feed |  |
| 1.7.16 | Helen Sutherland and Denis Leahy | Financial reporting 2 meeting |  |
| 4.7.16 | Helen Sutherland | Supporting partner with their financial reporting spreadsheetEU platform data feed |  |
| 7.7.16 | Helen Sutherland | Supporting partner with their financial reporting spreadsheet and informationEU platform data feed |  |
| 8.7.16 | Helen Sutherland and Daniele Sartori | Progress Report |  |
| 13.7.16 | Helen Sutherland and Daniele Sartori | Progress Report |  |
| 14.7.16 | Helen Sutherland | Supporting partner with their financial reporting spreadsheet and informationEU platform data feed |  |

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| Date |  | Signature (project manager) | H:\Helen's Signature.PNG |
| Date  |  | Signature (employer) |  |