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

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| Project: | **2015-1-UK01-KA201-013431** |
| Institution: | Suara |
| Period: | **July 2016 – october 2016** |

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| **Dates** | **Name**  | **Activity**  | **Cost if Appropriate** |
| 04/07/2016 | Mª ÀngelsMireia | Skype meeting with Suara profesional of dissimination to decide our planning- **Coordination and communication between Suara professionals** |  |
| 06/07/201611/07/2016 | Mireia  | Procedures to :* Fill the Dissemination planner
* Send it to Helen

 **Project management (planning)** |  |
| 05/07/201607/07/201612/07/2016 | Mireia Mª Àngels | Economic management. * Time sheet
* Spreadsheet
* Project management
* Mails to Helen

**Project management** |  |
| 30/08/2016 | Mireia Mª Àngels  | Create a plan and schedule for implementing all the project work during the school year. **Project management (planning)** |  |
| 02/09/16 | MireiaMª Angels  | Elaboration the content of the information **FLYER** for the families and to all the peopel who wants to know about **TOWE** **Dissemination and promotion**  |  |
| 15/09/1618/10/16 | MireiaMª Angels  | Write a short summary of what actions are being implemented and what impact the project is having in.**Project management**  |  |
| 19/09/201630/09/201610/10/2016 | MireiaMª Angels  | Create a document for the families of the autorization of potos and video **Project management** |  |
| 22/09/16 | Mireia  | Send photos about the team of the school implementing towe Project **Project management** |  |
| 29/09/2016 | Mireia Mª Àngles Mª Jose  | Meeting of coordinators to organise the planification of the a task schedule for this year:**Project management** |  |
| 14/10/201621/10/201628/10/2016 | Mireia M ª Àngels  | Economic management. * Time sheet
* Spreadsheet
* Project management
* Mails to Helen

**Project management** |  |
| 19/10/2016 | Mireia  | * Transalte from catalan to english a short summary of what actions are being implemented and what impact the project is having in.

**Project management** |  |