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

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| Project: | **2015-1-UK01-KA201-013431** |
| Institution: | Suara Cooperativa |
| Period: | **october 2016 - February 2017** |

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| **Dates** | **Name** | **Activity** | **Cost if Appropriate** |
| 08/11/2016 | Mireia  MªÀngels  Mª Jose | Preparing the information for the focus group  **Project management** |  |
| 15/11/2017 | Mireia  MªÀngels  Mª Jose | Focus group in Barcelona  **Project management** |  |
| 17/11/2016 | Mª Àngels  Mireia | Prepare the information we want to share with the families for the meeting  **Dissemination and promotion** |  |
| 18/11/2016 | Mireia | Buy the flight tickets to Stavanger on January for the transnational meeting 3  **Project management** |  |
| 28/11/2016 | All the team | Explain to the families how the work with TOWE is being. And give them the possibility to authorize us to use the photos and videos of their children.  **Dissemination and promotion** |  |
| 09/01/2017  12/11/2017  16/01/2017 | Mireia | Preparing a power point about the implementation of the intellectual outputs in our school to share with all the partners in the 3rd Transnational Meeting  **Project management** |  |
| 30/01/2017 | Mireia  M ª Àngels | Economic management. Put in order all the tickets from Stavanger  **Project management** |  |
| 31/01/2017 | Mireia  Mª Àngels | Redaction of an article for the educational page on internet from our zone.  [**l'Educació Infantil del Baix Empordà**](https://sites.google.com/a/xtec.cat/jornada-educacio-infantil-be/des-dels-centres/masbalmanyaparticipaenelprojectederecercaeuropeutowe)  [**https://sites.google.com/a/xtec.cat/jornada-educacio-infantil-be/des-dels-centres/masbalmanyaparticipaenelprojectederecercaeuropeutowe**](https://sites.google.com/a/xtec.cat/jornada-educacio-infantil-be/des-dels-centres/masbalmanyaparticipaenelprojectederecercaeuropeutowe)  **Dissemination and promotion** |  |
| 02/02/2017 | Mireia | Create a schedule for the actions that we’re going to do in 2017.  **Project management (planning)** |  |
| 02/02/2017 | Mireia | Send videos about the team of the school implementing meal times to other partners  **Project management** |  |
| 09/02/2017 | Mireia | Buy the flight tickets to Kingston on March for the job shadowing  **Project management** |  |
| 28/11/2016  19/12/2016  23/01/2017  24/02/2017 | Mireia | Economic management.   * Time sheet * Spreadsheet * Project management * Mails to Helen   **Project management** |  |
| 20/02/2017  23/02/2017 | Mireia  Mª Angels | Write a contribution for the wellbeing book.  **Project management** |  |