**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 ÀngelsMireia  | 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** |  |
| 09/01/201712/11/201716/01/2017 | 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** |  |
| 28/11/201619/12/201623/01/201724/02/2017 | Mireia  | Economic management. * Time sheet
* Spreadsheet
* Project management
* Mails to Helen

**Project management** |  |
| 20/02/201723/02/2017 | MireiaMª Angels  | Write a contribution for the wellbeing book.**Project management**  |  |