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

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| Project: | **2015-1-UK01-KA201-013431** |
| Institution: | Suara Cooperativa  |
| Period: | 1st September 2017 – February 2018 |

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| **Dates** | **Name**  | **Activity**  | **Cost if Appropriate** |
| 19/09/201726/09/201703/10/201710/10/201717/10/2017 | Mireia Mª Angels Mª Jose | Preparing a power point and information for the local workshop in Blanquerna **Project management** |  |
| 19/10/2017 | MireiaMª Angels Mª Jose | Local Workshop in Blanquerna **Dissemination and promotion** |  |
| 27/10/2017 | MireiaMª Angels Mª Jose | Dissemination of the local workshop: <https://www.facebook.com/permalink.php?story_fbid=858964614277557&id=157322641108428>**Dissemination and promotion** |  |
| 10/11/2017 | MireiaMª Angels Mª Jose  | Preparing the focus group **Project management** |  |
| 13/11/2017 | Mireia | Focus group **Project management** |  |
| 24/10/201707/11/201714/11/2017 | Mireia  | Write an article about JOB SHADOWING .**Dissemination and promotion** |  |
| 20/11/2017 | Mireia  | Translation of the article Catalan-English**Project management** | 20€ |
| 16/10/201723/10/201707/11/201721/11/201723/11/201730/11/2017 | Mireia  | Economic management. * Time sheet
* Project management
* Mails to Helen

**Project management** |  |
| 23/11/2017 | Mireia Mª Angels  | Skype meeting with the professionals of the dissemination of SUARA to talk about how it will be the dissemination. **Dissemination and promotion** |  |
| 28/11/201730/11/2017 | Mireia  | Looking for a documentary producer. To make a video about our work with TOWE project. **Project management** |  |
| 27/11/2017 | Mireia  | Contract the documentary producer, to make a video about our work with TOWE project. **Project management** | 1537€  |
| 25/01/2018 | Mireia  | Participation in the elaboration of an article about job shadowing.**Dissemination and promotion** |  |
| 06/02/201813/02/201826/02/2018 | Mireia  | Economic management. * Time sheet
* Project management
* Mails to Helen

**Project management** |  |
| 12/02/201813/02/2018 | Mireia  | Find and send some photos to Janette for an article.  **Dissemination and promotion** |  |
| 20/02/2018 | Mireia MªÀngelsMª Jose | Meeting to prepare the skype with Blanquerna university.**Project management** |  |
| 20/02/2018 | Mireia MªÀngelsMª Jose | Meeting by skype with Catalan group. **Project management** |  |