**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** |
| 19/09/2017  26/09/2017  03/10/2017  10/10/2017  17/10/2017 | Mireia  Mª Angels  Mª Jose | Preparing a power point and information for the local workshop in Blanquerna  **Project management** |  |
| 19/10/2017 | Mireia  Mª Angels  Mª Jose | Local Workshop in Blanquerna  **Dissemination and promotion** |  |
| 27/10/2017 | Mireia  Mª 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 | Mireia  Mª Angels  Mª Jose | Preparing the focus group  **Project management** |  |
| 13/11/2017 | Mireia | Focus group  **Project management** |  |
| 24/10/2017  07/11/2017  14/11/2017 | Mireia | Write an article about JOB SHADOWING .  **Dissemination and promotion** |  |
| 20/11/2017 | Mireia | Translation of the article Catalan-English  **Project management** | 20€ |
| 16/10/2017  23/10/2017  07/11/2017  21/11/2017  23/11/2017  30/11/2017 | 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** |  |
| 28/11/2017  30/11/2017 | 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** |  |
| 06/02/2018  13/02/2018  26/02/2018 | Mireia | Economic management.   * Time sheet * Project management * Mails to Helen   **Project management** |  |
| 12/02/2018  13/02/2018 | Mireia | Find and send some photos to Janette for an article.  **Dissemination and promotion** |  |
| 20/02/2018 | Mireia  MªÀngels  Mª Jose | Meeting to prepare the skype with Blanquerna university.  **Project management** |  |
| 20/02/2018 | Mireia  MªÀngels  Mª Jose | Meeting by skype with Catalan group.  **Project management** |  |