

Matters on the agenda:

1. Closing down of website
2. e-Twinning
3. Dissemination
4. Evaluation
5. Final report
6. EU quality label
7. Budget control



Closing down of website

Adil who administrates the project website informed that the current site, Wickispaces, is closing down and that we have to create a new site (Weebly) and move everything there. Adil is going to take care of this and will transfer everything to Weebly. This is a very important task for the project as it is coming to an end and we have to have a good and presentable website when we do the final report.

Please everyone

- make sure that all recent products and presentations are sent to Adil to be uploaded on the new site.
- or get the uploading right to upload yourselves.

e-Twinning

- Just a reminder that everything we do also goes into e-twinning.

Dissemination

How can we improve the procedure of how we receive newcomers and make them feel welcome in their new surroundings?

What can we do better?

We will make a booklet / set of recommendations / conclusions for how to receive newcomers to our communities to be finished before the beginning of June. We are going to use Google drive for our work of gathering everything that was written by the students in Porto during the teamwork. The final product can be an e-book, for example.

All countries did a very satisfactory voluntary work. We are going to put it all together under the heading *Voluntary Work* on the website. What did we do? For whom did we do it? Photos.

Every country must make certain that all their material is on the website.

Final report

Final dates for final report vary from country to country. Good to finish the report around the middle of June. Keep in mind while writing the final report that it should contain everything that

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3rd transnational meeting in Porto 13 April, 2018**

has been done and that we need to mention all visibility of the funding. This refers to communication with media, local authorities and others not involved in the project.

EU Quality label

We are going apply for the EU quality label.

Budget control

Each partner school has controlled their budget to the best of their abilities.