
	<b>ERASMUS + 2016- 19</b> <b>Nº: 2016-1-DE03-KA219-023124_2</b>	 Cofinanciado por el programa Erasmus+ de la Unión Europea
	<b>COORDINATORS' MEETING PROTOCOL, VIGO, SPAIN</b> <b>8, 9/09/2018</b>	

<b>topic 1:</b> <u>evaluation of the project</u>	<p>Dirk informed about the report of the agencies emphasizing the achievements that have been reached so far and focusing on the aspects that have to be improved in the future.</p> <p>The website of the German school has no information about the Erasmus+ program → needs to be done as soon as possible, should take Spanish website as a good example</p> <p>Coordinators discussed the results of the workshops carried out in Spain and Poland in correspondence to the main goal of the project and agreed on the issues that need to be worked on during the last European week in Germany.</p>
<b>topic 2:</b> <u>discussing date and number of students</u>	<ul style="list-style-type: none"> <li>• suggested time of the European week in Altentreptow: 18<sup>th</sup> March 2019 – 22<sup>nd</sup> March 2019  task: confirmation of the date  deadline: as soon as possible  responsible persons : Manuel, Dirk, Dorota</li> <li>• Number of students and ages  number of Polish students taking part: <b>12</b> aged 14-15 years + 2 teachers  number of Spanish students taking part : <b>17</b> aged 15 -16 years + 2 teachers  accommodation: host families for students. Hotel "Hotel am Markt" for the teachers</li> <li>• Means of transport: depending on the offer – Polish bus. Responsible person: Barbara</li> <li>• sending list of names of students taking part in the projects with remarks on allergies, special eating habits, medication, possible fear of animals ...  Deadline: by end of November  Responsible persons: Manuel, Dorota</li> </ul>
<b>topic 3:</b> preparation of the European week	<ul style="list-style-type: none"> <li>• Students prepare presentations for the first day of the European week <ol style="list-style-type: none"> <li>a) German students are going to present: German school- Altentreptow- Polish country – Wojewodztwo Zachodniopomorskie</li> <li>b) Polish students are going to present: Polish school – Koszalin – Spanish country – Galicia</li> <li>c) Spanish students are going to present: Spanish school – Vigo – German country – Mecklenburg Western Pomerania</li> </ol> </li> <li>• Students are going to give (prepare) mini lessons</li> <li>• Students have to come with ideas about how/where to find out about the needed qualifications and skills for their future jobs (e.g. job centre, job fair, ask former students etc.)</li> </ul>
<b>topic 4:</b> documentation of the results of the European week in Koszalin	<ul style="list-style-type: none"> <li>• Questionnaires are given to all the students of Year 7,8 and 9 in each school  responsible persons: Manuel is going to send the questionnaire to Dirk/Belinda, Dorota  Dirk is going to analyse the results and present the statistics  Deadline: by Christmas</li> <li>• Barbara and Rodrigo spent hours choosing good pictures of the European week in Koszalin for our Erasmus – website and eTwinning platform</li> </ul>
<b>topic 5</b> creating/applying (for) a project on eTwinning	<p>All members intend to use the platform to show the results of the projects/workshops of the European weeks and to communicate with each other in the future confirmation by eTwinning coordinators of the different countries in progress</p>

<p><b>topic 6:</b> activities for the European week in Altentreptow</p>	<p>Sunday arrival in Altentreptow Monday morning: welcome by the headmaster short program of German students to welcome the participants presentation by students mini lessons by students lunch at school afternoon: trip to Neubrandenburg – town rally evening: bowling</p> <p>Tuesday day trip to Rügen</p> <p>Wednesday morning: workshops at school lunch at school afternoon: trip to Neubrandenburg free time for the students to go shopping</p> <p>Thursday day out at university (Greifswald, Rostock or Berlin depending on offers)</p> <p>Friday morning: workshops at school students take part in donation run/race – sports clothes! evening: farewell party</p> <p>Saturday trip to Berlin stop in Ravensbrück sightseeing/ museum in Berlin only (?) Spanish students staying at a hostel</p>
<p><b>topic 7:</b> workshops during the European week</p>	<ul style="list-style-type: none"> <li>• Students will be discussing the following questions <ul style="list-style-type: none"> <li>a) How does school help young citizens to find out about possible careers?</li> <li>b) How does your family help you to find out about possible careers?</li> <li>c) How do you personally fit into this process? What about your commitment?</li> </ul> </li> </ul> <p>responsible persons for the organization of workshops: Dirk/Belinda</p>
<p><b>topic 8</b> presentation of the website “ kgs-altentreptow-erasmus.de” by Dirk</p>	<ul style="list-style-type: none"> <li>• Approval of all coordinators <ul style="list-style-type: none"> <li>website link “highlights” is wrong, must be corrected</li> <li>discussion of a new name ALVIKOS-erasmus.de</li> <li>when clicking on the names of the school, there should be a link straight to the Erasmus program/projects</li> </ul> </li> </ul> <p>responsible person: Dirk</p>