



Erasmus+

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Fifth LOGGED-ON project meeting agenda - October 26th – 27th 2017 Ennis, Ireland

MEETING OBJECTIVES:

- Quality assurance of In-service training course
 - Online and offline Course Handbook
 - LOGGED-ON Films
- Quality assurance of general project progress through:
 - Evaluation of Val di Fassa meeting (May 2017)
 - Updating of action plan documents
 - Updating of Mobility+ tool
 - Timesheets
 - Number of LTTA delegates from each country
- Agree on:
 - Contents of 2nd In-service training Course in Haugesund, Norway
 - Preliminary framework for European LOGGED-ON Conference in Haugesund, Norway

Date	Time	Activity	Responsible Partner
Thursday Oct. 26	09h45	Opening and flow of project meeting (chair, writer of minutes, agenda, objectives for meeting) Final 'signing' of Val di Fassa minutes	P1
	09h50	Evaluation of Val di Fassa meeting: - Summing up and presentation of results (SurveyMonkey) - Comments from partners - P3 sums up discussions - amendments for next evaluation	P3
	10h10	Evaluation of 1st In-service training course - Presentation of delegates evaluation (SurveyMonkey) - What worked well? - What needs to be changed before the 2 nd ISTC?	P1+P2
	10h15	Coffee break	
	10h45	Project management and coordination (house keeping) - Time sheets, travel sheets - Project management platform (Basecamp) - Public website – Handbook, films and resources (Spain)? - Finances and budget questions (incl. multiplier events) - Receipts from all meetings - Dissemination plan	P1
	12h00	Lunch at St John Bosco Killadysert	
	13h00	Cultural excursion to Cliffs of Moher	P2
	18h00	Farewell dinner – Cloister Bar & restaurant	
Friday Oct. 27	11h30	WHAT needs to be done? WHEN? By WHOM? a) 2 nd In-service training course + European LOGGED-ON Conference b) Next steps for your institution when you return home	
	13h00	Lunch at Rowantree	

Key:	Institution:	Contact person:
P1 – Norway	Haugaland vgs	Tim Golding
P2 – Ireland	Ennis Community College	Ramona McCarthy
P3 – Italy	Scuola Ladina di Fassa	Debbie Rooney
P4 – Spain	Institut Cal-lípolis	Joan Mateo Baldrich
P5 – England	Kendal College	Richard Evans

Aside from the partner meeting on Thursday and Friday the partner members will join the LTT (Learning, Teaching, Training) course hosted by Ennis Community College from Monday 23rd through Friday 27th and will join the LTT delegates for the tour of the school on Monday, the dinners and cultural events on Monday and Thursday and the In-service training course on Tuesday and Wednesday.