**No / 2019**

**Minutes of the meeting held during the Eramus + project flow in Italy , 17th – 23rd February , 2019**

**Date of Meeting:** Friday, the 22nd of February

**Location of Meeting:** the premises of I.I.S. Cassata Gattapone High School in Gubbio, Great Hall, Gattapone building.

**Members Present:** all the members of the delegations from the 5 school partners, plus the members of the Italian project team.

**The topics** tackled within this project meeting can be divided into six different groups:

1. Partners’ presentations for the next flow to be done in each partner school in the next three months, in accordance with the agenda of the project application;
2. Approval of the official project logo;
3. Initial, final/activities questionnaires and student profiles to be used in the next flows;
4. Feedback about the present flow;
5. Creation of a project Google account and drive with folders for material sharing and storing;
6. Planning some details of the next project flows.

**1. Partners’ presentations for the next flow to be done in each partner school in the next three months, in accordance with the agenda of the project application**.

**Discussion**: All the representatives of the partner schools have agreed to shorten the part of the presentation concerning the school/town area/country so as to include more about cultural events in the area. The length of each country’s presentation shouldn’t exceed 10 minutes. As for the presentation about the two flow topics (gender and racial equality), it should be only one for both and shouldn’t exceed 10 minutes, either. Both presentations have to be given by the students and can also be done through forms other than a PPT presentation (a performance, a video, etc.).

**2. Approval of the official project logo.**

**Discussion**: the official LOGO has been approved and it will be put on the project website as soon as possible.

**3. Initial, final/feedback questionnaires and student profiles to be used in the next flows**.

**Discussion**: The students’ initial questionnaire produced by Italy is to be filled in by all the students participating in this project before they take part in each of the next flows. The students’ feedback questionnaire has to be adapted to the specific activities in each flow.

The student profiles produced by Italy is adopted as a project profile.

The teachers’ feedback questionnaire which has been used as a feedback for the flow was produced by Turkey and will be adopted in each flow.

**4. Feedback about the present flow.**

**Discussion**:

a) Italy will share the results of the feedback questionnaire as soon as all of the participants have filled it in.

b) Partner will use less WhatsApp and more emails.

c) As for the excursions, students would have been helped by some written information about the sites, so as to facilitate the comprehension of what the guides were saying as well as some paper for notes.

**5. Creation of a project Google account and drive with folders for material sharing and storing.**

**Discussion**: the partners have decided to use a shared Google account for the project, as an easy place for sharing and storing all the materials produced.

Data:

Name: erasmusplus

Surname: stereotypes

Username: stereotypeserasmus@gmail.com

Password: stereotypes2018.

**6. Planning some details of the next project flow (Bulgaria, May26th -June 1st 2019).**

**Discussion**: apart from what has already been stated above (**1.**), the partners have decided as follows:

a) as for the stay, 2 links will be sent by the Bulgarian coordinator;

b) the deadline for the student profiles to be sent will be March 31st 2019.

**Minutes prepared by:**

The Italian coordinator, Ms Giovanna Brunelli, and Ms Annalisa Nardelli of IIS Cassata Gattapone , Gubbio, (PG),Italy.

Gubbio, 27 February 2019