



Agrupamento de Escolas Ordem de Sant'Iago
Escola Básica e Secundária Ordem de Sant'Iago

PROGRAM

First Transnational Project Meeting - Portugal

Date/ Time	Activity
18.09.2015	Arrival day. Integration evening
19.09.2015 - 10:00 am	Icebreakers: welcome drink - Casa da Baía City and school tour - Setúbal
19.09.2015 - 12:30 pm	Lunch Break
19.09.2015 - 2:00 pm	Project meeting - Escola Ordem de Sant'Iago
19.09.2015 - 6:00 pm	Arrábida Mountain Tour and Tróia (Dinner)
20.09.2015 - 9:00 pm	Project meeting - Escola Ordem de Sant'Iago
20.09.2015 - 2:00 pm	Lunch Break
20.09.2015 - 3:30 am	Departure to Lisbon - City tour
20.09.2015 - 8:00 am	Dinner break Closing Remarks
21.09.2015	Departure day



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Agrupamento de Escolas Ordem de Sant'ago
Escola Básica e Secundária Ordem de Sant'ago

MINUTES OF MEETING

Meeting:	<i>1st Transnational Project Meeting</i>
Date:	19 and 20.09.2015
Venue:	Escola Secundária Ordem de Sant'ago
Chairperson:	Natalia Piekarek
Secretary:	Ronny Millet
Attendees:	Ágnes Bató Alida Di Martino Annita Epaminonda Cinzia Manuguerra Frank Ghesquière Jolanta Wilczek Jorge Pereira Judit Gera Monika Zeranska Natalia Piekarek Susana Silvério Tomasz Chwast Yiannis Kapitanis Zulmira Passeira

AGENDA:

1. Presentation of project *On the Road to Entrepreneurship*
2. Grants for project
3. Planning the learning, teaching and training activities
4. Discussion of key project outcomes
5. Other issues



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TOPICS COVERED:

1. Presentation of the project
 - Overview and summary of the application
Cf. Powerpoint presentation by Polish team
2. Problem of project grants
 - Portugal and Italy haven't received the confirmation of their participation in the project yet. So there is also the problem of funds needed to support activities included in the project.
 - Belgium will send an example of an invoice for the costs during a meeting.
 - Every country has to make a certificate of attendance.
 - Meeting in Portugal: Discussing the costs of transport - 32 eur/person
3. Planning learning teaching and training activities
Dates of next meetings:
 - Poland: Sun 08/11/15 → Sat 14/11/15
Airports: Katowice or Krakaw
 - Belgium will make googledoc with information
 - Poland will organise transport from Airport to Cieszyn and back
 - Task assigned to the teams: Logo design of project (two examples). During the competition in Poland (1st mobility with students) teams will choose the best logo of the project.
 - Hungary: Sun 06/03/16 → Sat 12/03/16
Airport: Budapest
 - Hungary organises the transport from Airport to Szeged and back
 - Portugal: Sun 08/05/16 → Sat 14/05/16
Airport: Lisbon
 - Portugal will organise the transport from Airport to Setúbal and back
 - Poland: Learning, Teaching and Training Activities -Teacher's meeting: Fri 02/09/16 → Thu 08/09/16
 - Italy: Sun 09/10/16 → Sat 15/10/16
 - Belgium: End of January - Begin February 2017
 - Cyprus: End of March 2017
 - Italy - Second transnational project meeting - June 2017
4. Results - Discussion of key project outcomes
 - Schoolcompanies: every school will have a schoolcompany: "virtual company";
 - Every country/team made some suggestions regarding the set up of companies: how, what products, incomes. Ex.: Restaurant, Tourism, Services (sports, events), Herbs and Spices, Pins;
 - Importance of involving local community;
 - During the mobility teams will hold learning, teaching and training activities: fairs, stalls, events in international groups;



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- At the meetings: international students will go to local companies (with local students) to have a job/ training experience -Job shadowing (+- ½ day/ per day);
 - A survey will be prepared for pupils to fill in;
 - Europass will be obtained after each meeting;
 - Every country has to check insurance and legal framework of foreign pupils working in local companies;
 - It is important that the organisation of a trip includes workshops, conferences or meeting with experts related to entrepreneurship;
 - Teachers will plan lessons for local pupils. Lessons will be run by teachers while students have training activities in the local companies;
 - Every country/company will develop a facebook page or a website in mother language and in English related to project activities and meetings;
 - Creating the project Blog → e-twinning → workshop in Poland (prepared by Belgium); The content of the Blog will focus on news and activities related to entrepreneurship in each country; Blog will include 2 bookmarks: general entrepreneurship and one about the schoolcompanies;
 - Lessonplans: each country should think about an idea to plan a lesson.
5. Other issues
- Monitoring and dissemination of the project will be discussed at the meeting in Poland;
 - Handing out Certificates of Attendance.



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