Minutes

**of the Transnational Meeting of**

**Erasmus+ KA2 READ in Europe Project**

Dates: 30th November 2nd December 2015

Place: Százhalombatta, Hungary

**Present**

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| dr. Horváthné dr. Hidegh Anikó | principal, Hungary |
| Szabóné Jassó Ágnes | coordinator, Hungary |
| Natalija Moškatelo | coordinator, Croatia |
| Vesna Barbarić | Croatia |
| Rita Bruno | coordinator, Italy |
| Rossella Dardo | Italy |
| Asta Tiruniene | coordinator, Lithuania |
| Liuda Vysniauskiene | Lithuania |
| Ana María Manzano Piqueras | coordinator, Spain |
| Antonio Plaza García | Spain |
| Filiz Ateş Hayta | coordinator, Turkey |
| Erinç Büyükaşık | Turkey |
| Alföldi Angéla | Hungary |
| Tokaji Ildikó | Hungary |

**Agenda**

1. **Welcome and tour of the school**

* The principal of the hosting school welcomes the guests and lead them around the school with the help of the Hungarian project team.

1. **Introduction of Schools**

* The coordinators of the national project teams introduced their school, town and country. Presentations to be published in TwinSpace.

1. **Common tools of project management, communication and dissemination**

* [TwinSpace](https://twinspace.etwinning.net/unauthorized): The ultimate collection of all activities and products of the project. TwinSpace live can also be a means of webinars. Each partner is responsible for keeping the materials up-to-date. Each partner is an administrator of the page. materials to be uploaded or linked here during the first year of the project:
  + introductions: schools, students
  + book reviews: top 5 books, national classic collections
  + survey results: reading habits – students, libraries
  + catalogue of books
  + task bank and lesson plans for reading literature in the classroom on in extracurricular sessions
* [Blog](http://readineurope.blogspot.hu/): The public place for news about the project in English language. All partners are administrators. Besides the common page reserved for mobility news each partner has their own page where news about local activities can be shared.
* School websites: The target audience of the information (news, photos, videos, etc.) here are the students, teachers, parents and other visitors of the websites therefore the information here are normally in the mother tongue of the partners. Links to the project blog and other public sites (Instagram, etc.) should appear here.
* Facebook: There are two groups, one [for the teachers](https://www.facebook.com/groups/611853392273479/) and one [for all participants](https://www.facebook.com/readineurope/) of the projects for everyday communication and management issues.
* Google Drive: We share all management documents there. The Google account can be used for registering in any tools we would like to use in the project. We record any deadlines or appointments in an attached calendar.

**4. Revision of the first year mobility**

* 1st student exchange in Spain 21-27 February 2016
  + prior to the meeting: top 5 books survey, survey of reading habits, placement test in English language
  + sharing and presenting national classics, compiling an booklet of the books presented
  + tool for publication to be selected; tutorial for students to be arranged during the exchange
* 1st joint teacher training event in Lithuania 13-19 March 2016
  + prior to the meeting
    - selection of the graded reader to be read by all participants;
    - finalize the project logo – announce the winning logo 23rd January 2016
    - each partner sends the raw materials (texts, images, videos, etc.) they want to include in the literature review booklet by 8th February 2016
  + task bank and lesson plans for reading the common book selected; exchange of activities and ideas for enhancing reading
* 2nd student exchange in Hungary 10-16 April
  + projects and activities based on the common reader
  + sharing reading experiences

**5. Survey of reading habits**

Each partner student team sets up 8 questions they would ask in a survey of reading habits. A questionnaire of 10 questions will be compiled from these questions and another questionnaire will be set for libraries to compare to or back the findings of the students’ research. The means of communication is the Facebook page.

**6. Logo competition rules**

Each partner organises a national logo competition and uploads the winning logo in the Facebook page by the 15th January 2016. The partners then receive from the Hungarian coordinator a survey in which their students van vote for their favourite design. No one can vote for themselves only for the other five competing logos. The ranks are points and the logo with the best ranks, the least points, will be announced as winner. The voting will take place between 18th and 22nd January 2016. The voting will be closed at midnight on the 22nd.

The logo has to represent the aims and ideas of the project and must include some reference to the participating countries.

**7. Teachmeet**

Each partner presented one or more web-based tools they use and may be used during the project.

The tools introduced: Kahoot, Emaze, Prezi, Popplet, Linoit, Onenote, [Padlet](http://padlet.com/readineurope/ourfavouritetools), [Voice Thread](https://voicethread.com/myvoice/#thread/7314819), Quizziz, [Titanpad](https://readineurope.titanpad.com/1?), [Riddle](http://www.riddle.com/a/26099), SimpleMind/MindMeister, Quizlet, Aurasma , Thinglink, Move note , vivavideo, Survey Monkey , Voki , Slideshare, Todaysmeet, [Answergarden](https://answergarden.ch/view/233247) and Education.com.

* We agreed that *Edmodo* will be used as a virtual classroom especially for extracurricular/ informal learning activities and language testing. Each partner will monitor and manage the classroom in turn. Hungary is responsible for managing the classroom in the first semester of the first year of the project.
* The publishing tools of the literature reviews will be designed by the Spanish team as part of the 1st student exchange mobility.

**8. Project evaluation: input measurement**

The partners together compile a questionnaire with Google forms for the participating students and teachers alike in order to map out the project members’ expectations related to the project activities. The students’ language input test will be carried out on Edmodo with the help of a placement test.

**9. Literature review presentations**

Each partner decides on two pieces of literature to introduce as important elements of their culture. Everybody chooses one contemporary and one classical author. Content elements of the reviews to be presented during 1st student exchange in Spain:

* introduction of the author: life, importance, award or prizes, important works
* introduction of the selected piece of work: genre, story, characters, message, importance

**10. Europass documents**

The Europass CV, Language portfolio and mobility document were introduced. We decided to use the Europass mobility document in our joint teacher trainings and student exchanges. Each partner should contact their national agencies for the administration of these certificates.

**11. Drama workshop, teambuilding activities**

* learning names
* ways of communication
* learning about the others

The minutes were taken by Ildikó Tokaji, Hungary.