



## Meeting Template – Erasmus+ COMMON Project


TYPE OF MEETING	Intern/ Partner/General
<b>Category</b>	Intern
<b>Project Phase</b>	WP3A - Libretto
<b>Date/Time</b>	07/10/24
<b>Place / Modality</b>	CPM / in-person
<b>Convened by</b>	Yolanda Boragno Gil
<b>Participants</b>	Yolanda Boragno, María Bocardo, Beatriz Vallejo

POINTS TO ADDRESS	Intern Meeting
<b>Objectives / Agenda</b>	<ol style="list-style-type: none"> <li>1. Organise the schedule of the online sessions</li> <li>2. Select the materials and classroom</li> <li>3. To know the needs of this part of the WP</li> </ol>
<b>Review of current status</b>	<ol style="list-style-type: none"> <li>1. The sessions will be on Thursdays, and there will be 8 in total. From session 1, the participants will learn not only about how to create a Musical, but also how the actual world is endangered by climate change and how to connect this two worlds (music + environment worrying)</li> <li>2. The spanish participants will have to be in-person</li> <li>3. Technical needs: large screen, laptop, network cable</li> <li>4. Other needs: room C7</li> </ol>
<b>Decision-making and assignment of responsibilities</b>	<ol style="list-style-type: none"> <li>1. Date and time of all the online sessions - Yolanda</li> <li>2. Work plan of every session + share it with students - María</li> <li>3. Material research - Beatriz</li> </ol>



POINTS TO ADDRESS	Intern Meeting
<b>Planning of next actions</b>	Get sure that the sessions flow correctly and every student understand the work. Get sure that spanish students attend the sessions.

Evaluation	General - Administrative meeting		
Was the agenda achieved?	<span style="background-color: #90ee90;">Yes</span>	No	
Aspects to improve in future meetings			
Overall rating ( 1-5 )	5		
Next meeting	19/12/24		



Signed by.: CPM Osuna

Signed by.: \_\_\_\_\_

Signed by.: \_\_\_\_\_

Signed by.: \_\_\_\_\_

\_\_\_\_\_