

## Meeting Template – Erasmus+ COMMON Project

TYPE OF MEETING	Internal / Partner / General
Category	Staff / Profesorado / Alumnado
Project Phase	W.P. 3 - Creación del libreto
Date/Time	Jueves 3 Sept/11:30
Place / Modality	Conservatorio / Presencial
Convened by	Serafín Arriaza
Participants	María Bocardo, Yolanda Boragno

POINTS TO ADDRESS	Internal
Objectives	
Review of current status	
Decision-making and assignment of responsibilities	
Planning of next actions	

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Evaluation	Internal		
<b>Were the objectives achieved?</b>	Yes	No	Partially
<b>Aspects to improve in future meetings</b>			
<b>Overall rating ( 1-5 )</b>			
<b>Next meeting</b>			

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

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

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

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