



Meeting Template – Erasmus+ COMMON Project

TYPE OF MEETING	Intern/ Partner/General
Category	Intern
Project Phase	WP3A - Libretto
Date/Time	10/01/2025
Place / Modality	CPM / in-person
Convened by	Serafín Arriaza
Participants	Serafín Arriaza, María Bocardo, Yolanda Boragno, Beatriz Vallejo, Miguel Herranz, Ignacio Gallardo

POINTS TO ADDRESS	Intern Meeting
Objectives / Agenda	<ol style="list-style-type: none"> 1. Review the planned schedule for participants 2. Review the status of the logistics: accommodation, meals, transfers to/from airport 3. Review the status on other activities for the week 4. Talk about open stage and masterclass on jazz
Review of current status	<ol style="list-style-type: none"> 1. The planning for the participants is almost done, waiting for some details to complete it and share it with the other countries 2. Meals: not all the meals can be at the Casino (closed on Mondays) so we will have meals at the Molino. All the special necessities regarding diets have been received and taken care of. We have shared with the Casino the planning for the rest of the week. 3. Other meals: Alejandro (university cafeteria owner) will be in charge of making the pic-nics bag for the day in Sevilla. 4. Accommodation: all is completed with the Palacio. All rooms booked and breakfast included. The prices have been shared with other countries. 5. Transfers: taken care of. The transfers will work in Malaga and Sevilla 6. Cultural: the tours have been booked and the Sevilla agency is waiting for the payment



POINTS TO ADDRESS	Intern Meeting
	<p>7. Open stage: repertoire decided. All the participants from other countries will be invited to participate</p> <p>8. Masterclass on jazz: the teacher will determinate the standard pieces and chords to play</p> <p>9. Masterclass on improvisation: waiting for Petri to tell us the needs</p>
Decision-making and assignment of responsibilities	Ensure that every item discussed is completed in the next days, take care of the last minutes changes, keep on waiting for the payment to the Sevilla tour, keep in contact with the other countries
Planning of next actions	Carry out all the actions describe above

Evaluation	General - Administrative meeting		
Was the agenda achieved?	Yes	No	
Aspects to improve in future meetings			
Overall rating (1-5)	5		
Next meeting	Non determined - Musicuentos		



Signed by.: CPM Osuna

Signed by.: _____