



Meeting Template – Erasmus+ COMMON Project

TYPE OF MEETING	Intern/ Partner/General
Category	Intern
Project Phase	WP3A - Libretto
Date/Time	19/12/2024
Place / Modality	CPM / in-person
Convened by	Serafín Arriaza
Participants	Serafín Arriaza, María Bocardo, Yolanda Boragno, Beatriz Vallejo

POINTS TO ADDRESS	Intern Meeting
Objectives / Agenda	<ol style="list-style-type: none"> 1. Organise the work schedule for participants 2. Logistics: accommodation, meals, transfers to/from airport 3. Decide on other activities for the week
Review of current status	<ol style="list-style-type: none"> 1. We are hosting 23 people around the 2nd of february until the 7th-8th of february 2025 2. We need to have a complete schedule of what is happening every day in terms of working on the libretto 3. We need to contact with: el Pulio (taxi), Casino + Molino (meals) + Palacio dell Marqués (accomodation) 4. Other activities: cultural (tours Osuna + Seville), open stage, masterclass on improvisation + masterclass on jazz
Decision-making and assignment of responsibilities	<ol style="list-style-type: none"> 1. Accomodation: María 2. Transfer: Beatriz 3. Meals: Beatriz + Yolanda 4. Tour around Osuna - Serafín / tour around Sevilla - María 5. Open Stage: Ignacio (he will be in next meeting) 6. Masterclass on jazz: Miguel (he will be in next meeting) 7. Masterclass on improvisation: Petri + María



POINTS TO ADDRESS	Intern Meeting
Planning of next actions	Start to organise the logistics and week-programm. After the Christmas break, we will need to have another meeting to check on everything

Evaluation	General - Administrative meeting		
Was the agenda achieved?	Yes	No	
Aspects to improve in future meetings			
Overall rating (1-5)	5		
Next meeting	10/01/2025		



Signed by.: CPM Osuna

Signed by.: _____

Signed by.: _____

Signed by.: _____