

Project meeting minutes - ZOOM meeting,
2. 10. 2020 at 13.00 - 14.30

Presence at the meeting: (Slovenia) Lidija Kopasić, Sabina Jašovič, Emilija Jareb, Danica Spreizer, Andreja Klopčič-Hološevič, Urška Novinič; (Bulgaria) Trayana Mollova, Boika Stefanova, Irina Hristova, Petya Vladimirova; (Turkey) Adife Demirtaş; (Litva) Ineta Pocevičiūtė, Monika Parlamis, Inga Černiauskienė; (Greece) Karakatsani Maria, Sofia Philippidou.

1. Short presentation of the coordinators and the project

All the partners received a project application form, so they were acquainted with the content of the project and had basic information on budget, planned activities and mobilities.

2. Contractual documentation

The Green Heart project was approved from the reserve list. Therefore, we received the contract from NA on October 2, 2020. The other partners will receive the contract by the end of December 2020 at the latest. Each agency has its own rules regarding the sending of contracts.

When you get the contract please let me know.

After signing the contract, the Slovenian agency transfers 80% of the funds, the other 20% when submitting the final report. The NA of other countries also have their own rules regarding funds. Each country must ask its agency about the funds.

3. Communication

The partners agree on an up-to-date, friendly, tolerant and fast communication. In this way, we will avoid conflicts, misunderstandings and unfulfilled project commitments in the partnership. The partners agreed on e-mail communication for regular and general purposes.

For fast communication, Adife has already created a WhatsApp group.

Anyone who has not yet sent a number should do as soon as possible. The partners can send more than just one number (principal, project coordinator, members of the project team...).

4. eTwinning

The project coordinator will create a "support project" on the platform eTwinning. The eTwinning Live classroom will be used for storing all the project documentation, reports, photos, worksheets, questionnaires... because it is secure and can be accessed at any time. The project coordinator will notify the partners when the project appears on eTwinning and will invite all the partners to join the project.

5. *First assignments*

All the partner organizations will prepare a short presentation of their school/kindergarten and a short presentation of their City and Country. It can be creative (movie, “photobook” with short descriptions...) or just a PowerPoint presentation.

The partners agreed on making a logo together. Each partner organization will provide a drawing (made by children) of a green heart character or a drawing of their project mascot and all the “characters” will be put together. Once we have collected all the mascot drawings, we will do a logo contest. Together we will gather the best.

Send the drawn mascots by October 15th.

Each partner organization will think of a child, that best suits the profile of those children who are the most vulnerable group in their school (for example, children with special needs, children from socially disadvantaged families, migrants ...) and make a doll (or find/buy a puppet). They will write a story for this character. The “job” of the mascot is to help the children to really understand the project, to feel more involved. The mascot will travel with the coordinators to each country and meet the other characters. Photos and life stories of the character will be also uploaded to the eTwinning project so the children can get to know them.

The mascot should be ready until November 15th.

6. *The first meeting in Turkey*

In cooperation, talking to our NA, the principal of the kindergarten and the members of the project, we came to the conclusion that the first meeting, which is supposed to be in Turkey, would be moved to next year (end of March or beginning of April 2021) - because of the COVID situation.

Of course, as long as all partners agree!

If the situation with the virus does not calm down by then, we will start a meeting through ZOOM at that time (March, April 2021).

Please confirm or decline. As soon as possible.

7. *Project invitation and meeting minutes*

Each invitation sent by post to a meeting in your organization must include: the logo of the organization, the Erasmus + logo, the NA logo.

Each meeting must also have minutes, which must contain: the agenda, the presence of members, resolutions or agreements at the meeting, the duration of the meeting, the logo of the organization, the Erasmus + logo, the NA logo.