**ToWe Project – Project Management Record of Activities**

|  |  |
| --- | --- |
| Project: | **2015-1-UK01-KA201-013431** |
| Institution: | **University of Stavanger** |
| Period: | **September 2015 – February 2016** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Dates** | **Name**  | **Activity**  | **Cost if Appropriate** |
|  1.11.2016 – 28.2.2017 | Monika Röthle | 20 emails sent to Helen Sutherland (project manager) to coordinate, plan and carry out the planned tasks |  |
| 1.11.2016 – 28.2.2017 | Monika Röthle | 10 emails sent to Sandvedhaugen barnehage to collaborate on IO3-IO6 and the transnational meeting in Stavanger |  |
| 1.11.2016 – 28.1.2017 | Monika Röthle | 6 emails sent to all partner with information about the transnational meeting in Stavanger |  |
| 1.11.2016 – 20.1.2017 | Monika Röthle | Emails and phone calls to Stavanger B & B (reservation of rooms for transnational meeting) |  |
| 30. 11.2016 – 20.1.2017 | Monika Röthle and Yngve Rosell | Planning and practical preparations for the transnational meeting in Stavanger  |  |
| 24.-26.1.2017 | Yngve Rosell and Monika Röthle | Hosting and attending all meetings and social, cultural events of this 3 days Transnational meeting. |  |
| 2. 1.-20.1.2017 | Yngve Rosell | Planning and organizing Focus group session in Sandvedhaugen barnehage |  |
| 30.1.-28.2.2017 | Monika Röthle | Coordinating the follow up activities of the Transnational meeting at UiS |  |
| 15. 12. 2016 | Monika Röthle | Coordinating communication activities with Public relation advisor at UiS, Mari T Gilje |  |