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

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| Project: | **2015-1-UK01-KA201-013431** |
| Institution: | Suara Cooperativa  |
| Period: | 1st March – August 2018 |

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| **Dates** | **Name**  | **Activity**  | **Cost if Appropriate** |
| 01/03/201802/03/201805/03/201808/03/201809/03/2018 | Mireia Mª Angels Mª Jose | Preparing a power point and information for the international workshop in Kingston **Project management** |  |
| 15/03/201816/03/2018 | MireiaMª Angels Mª Jose | Dissemination of the international workshop in Kingston: <https://www.facebook.com/157322641108428/photos/a.749987705175249.1073741839.157322641108428/932550686918949/?type=3&theater>[https://www.facebook.com/Escola-Bressol-Pública-Mas-Balmanya-157322641108428/?hc\_ref=ARSliWsgVST2InOMgP5VJRT-JLaNw4nCvpFgql9O9JxkTvI7yJKaXkmYjd-wb1S7l0M&fref=nf](https://www.facebook.com/Escola-Bressol-P%C3%BAblica-Mas-Balmanya-157322641108428/?hc_ref=ARSliWsgVST2InOMgP5VJRT-JLaNw4nCvpFgql9O9JxkTvI7yJKaXkmYjd-wb1S7l0M&fref=nf)**Dissemination and promotion** |  |
| 16/03/201822/03/201812/04/201826/04/201810/05/201824/05/201814/06/201818/07/201803/09/2018 | Mireia  | Economic management. * Time sheet
* Project management
* Mails to Helen

**Project management** |  |
| 07/06/2018 | Mireia Mª Angels  | Skype meeting with the professionals of the dissemination of SUARA to talk about how it will be the dissemination. **Dissemination and promotion** |  |
| 02/07/2018 | Mireia  | Getting ready Helen’s welcoming.**Project management** |  |
| 30/07/2018 | Mireia | Fill out the mas balmanya dissemination planner. **Dissemination and promotion** |  |
| 30/07/2018 | Mireia | Prepare a document to certificate that all the photos are authorized by the families. Send it to Helen.**Project management** |  |
| 31/07/2018 | Mireia  | Redact a document about the impact of the project. **Project management** |  |