

**Agenda of the M1 in ANKARA**

TPM1 (Transnational Project Meeting), 20 - 22 January, 2025

<b>Date</b>	<b>Time</b>	<b>Agenda</b>		
<b>Monday January 20, 2025 Arrival and Accommodation</b>	9:30	Meeting at the hotel and transfer to Sincan Primary School		
	10:30 - 11:00	Arrival to school		
	11:00 - 12:00	Welcome by the host / Welcome ceremony		
	12:00-12:30	A brief overview of the local area and its contribution to the SIGN project		
	12:30 - 13:30	Lunch		
	14:00 - 17:00	Discussions about the project/Time capsule activity/ Networking and informal discussions about the project		
	18:00 - 20:00	Welcome Dinner and Social Meeting/ Networking and informal discussions about the project		
<b>Tuesday January 21, 2025</b>	09:00 - 09:15	Opening and Networking / Coffee and acquaintance.		
	09:15 - 09:45	Project Introduction /Overview of the SIGN project, project objectives, timeline and expected outputs.		
	09:45 - 10:30	Presentation of Work Packages / Brief presentation of the project work packages, responsibilities and tasks of each partner.		
	10:30 - 11:00	Coffee Break		
	11:00 - 12:00	Expectations and Contributions of Partners / Sharing expectations for the project and clarifying the contribution of each partner		
	12:00 - 12:30	Identifying Partner Roles and Contributions / Agreeing on the responsibilities of each partner in the project.		
	12:30 - 13:30	Lunch		
	13:30 - 14:30	Project Management and Financial Management Addressing contractual obligations, budget management, financial reporting and audit processes.		
	14:30 - 15:30	Efficient Project Management Strategies Management of work packages, development of timelines and monitoring strategies.		
	15:30 - 16:15	Risk Management and Problem Solving Strategies Identification of possible risks that may be encountered during the project process and discussion of strategies for solving these risks.		
	16:15 - 17:00	Summary of the Day and Feedback / Discussion of the feedback received at the end of the day and evaluation of the next steps.		
18:00 - 20:00	Dinner and Social Event			
<b>Wednesday January 22, 2025</b>	09:00 - 09:15	Opening and Networking Coffee and brief introductions		
	09:15 - 10:30	Work Package Discussions In-depth discussion on each work package, clarification of responsibilities and setting of timelines		
	10:30 - 10:45	Coffee Break		

10:45 - 11:30	Developing <b>Digital Education Materials</b> Compatibility of the digital education materials to be developed within the scope of the project with content, technology and pedagogical approaches.		
11:30 - 12:00	Project <b>Evaluation and Monitoring Processes</b> Presentation and discussion of the evaluation and monitoring tools to be used to achieve the project objectives.		
12:00 - 12:30	Discussion on Innovative Education Methodologies/ <b>Development of innovative and gamified educational approaches</b> for students.		
12:30 - 13:30	Lunch		
13:30 - 14:30	<b>Communication Strategies and Dissemination Plan</b> Communication strategies and social media planning for the promotion and dissemination of the project.		
14:30 - 15:00	<b>Assessment of Responsibilities of Partners</b> Review of each partner's tasks and compliance with the timeline and discussion of <b>progress reports</b> .		
15:00 - 15:45	Certificate Ceremony and Closing Thanks to the participants, presentation of certificates and closing of the meeting.		
16:00	Free Time and Departure		

#### Details for Project discussions:

- agree on the **clear distribution of project tasks among all partners**
- agree on a **timetable** for all activities, mobilities and products
- plan project **dissemination tools, monitoring and evaluation, risk management and results**
- audit **quantitative and qualitative set of success indicators** to be used to **measure project quality** and fulfillment of objectives and results
- work on the draft for C1, C2, C3 mobilities
- establish the **local activities** until each mobility
- discuss the **financial rules** and establish internal **procedure of communication, evaluation and monitoring**
- develop a plan for **piloting the outputs** by teachers and students

#### Project Management

- Meeting with the participants. All **present their school**. 15 - 20 min each.
- Discuss **project implementation, management, budget management**
- agree on the **clear distribution of project tasks among all partners**
- agree on a **timetable** for all activities, mobilities and products
- plan project dissemination tools, monitoring and evaluation, risk management and results
- audit quantitative and qualitative set of success indicators to be used to **measure project quality** and fulfillment of objectives and results

#### Planning

- work on the draft for C1, C2 mobilities
- establish the **local activities until each mobility**
- discuss the financial rules and establish internal procedure of communication, evaluation and monitoring
- develop a plan for piloting the outputs by teachers and students

