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PROJECT 2020-1-ES01-KA229-081824 "HARRY POTTER AND THE CASE OF THE SICK EARTH"

MINUTES 1: WORK TEAM MEETING OF PROJECT "HARRY POTTER AND THE CASE OF THE SICK EARTH"

- **PARTICIPANTS:** Tania (Spain), Raúl (Spain), Sonia (Spain), Marta (Spain), Vivi (Greece), Fotini (Greece), Venera (Romania), Letizia (Italy), Valeria (Italy), Matilde (Italy)
- **DATE:** 16:00 (Spanish hour) 26th august 2020. On line meeting on "Google meet"
- **ACTION POINTS:**
 1. Welcome.
 2. Presentations.
 3. Project description.
 4. Mobilities.
 5. Next meeting.
 6. Requests and questions.

1. WELCOME.

The coordinator teacher of this project welcomes all the participants and thanks everyone for the great effort done with the E-Twinning activities during the pandemic. These activities prepare the students and teachers to be ready to start this project.

2. PRESENTATIONS.

Each school participant in this project presents each school, teachers and town. In general the presentations let us have a better knowledge of the schools involves in this projects (with information about the school, the department, age of the participating students, social context of the school, location, etc ...)The order for presentations is:

- Spain
- Greece
- Romania
- Italy



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3. THE PROJECT.

- **The gamified story.** In October we will receive a cryptex and a letter at the school written by Dumbledore. It will explain to us that Voldemort has returned and has divided his soul into 4 horcruxes that are kept inside the cryptex. Dumbledore asks for our help to open and destroy it before June 12, 2022. If we don't succeed, Voldemort will win and will destroy the Earth. To get the code that opens the cryptex we will have to carry out actions that help to protect the planet.

In Spain, some of the classes participants will follow a point system with a card album. This is voluntarily. If any teacher or school wants to participate in this point system, the coordinator teacher will give more detail information and the necessary documents.

If we do the monthly activities to protect the planet, we will receive from time to time a letter with a clue about the code and a gift. (Spain will send it). At the end of the 2 years, we will get the cryptex code, open it, destroy the horrocrux and save the Earth.

The coordinator teacher proposes to hide a geode inside the cryptex. So when the students open the cryptex find the geode and break it to destroy the Voldemort horrocrux. Everyone agrees.

- **Monthly activities.** Every month, Spain will send the coordinators the planning of the activities to be carried out that month in a Gantt diagram. It is a suggestion of how to organize the activities of this month.
- **The project website.** The project website is: <https://erasmusharrypotter.wixsite.com/sickearth>

The coordinator teacher show and explain the project website. There are several sections that will be updated throughout the project. The coordinators of each country will have the username and password to upload their results. Besides, on the schools' section page, there are a personal space so each school can upload whatever they done related to the project. For example, photos from Erasmus corner, other activities they are doing related to the environment, etc.

- **Distribution of responsibilities.** Each school is responsible for a part of the project.
 - Spain: will create the Gantt diagrammes of the monthly activities, the monitoring of the activities every 6 months, evaluation of the results and objectives of the project, creation of the project website and tutoring on eTwinning.
 - Greece: create the dissemination plan. Create evaluation reports and follow-up of dissemination (1 per year). Dissemination of the project on the School Education Gateway platform. Tutoring on eTwinning.
 - Italy: will be in charge of creating the project impact map and preparing the reports for its follow-up and monitoring (1 per year). Will be in charge of creating the project's Facebook page.
 - Romania: It will be in charge of creating the project risk register and preparing the reports for its monitoring and follow-up (1 per year). Will be in charge of create a Twitter account.



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It is everyone's responsibility:

- Upload the activities to eTwinning.
- Upload the activities to the project website.
- Important papers that we must have in case of audits.
 - Criteria for selecting participants (students, teachers and families). Signed and stamped by management and coordinator. Evidence of how the selection and publication went.
 - Distribution of responsibilities stamped and signed.
 - Travel insurance.
 - Parental authorizations.
 - Certificates of mobility stamped by the host school. Europass mobility. Certificates of attendance.
 - Proofs of all activities done. (photos, videos, press...)
 - Minutes of meetings, both at the school (national) and association (international) level.
- Computer folder: it is recommended to create a folder with all the documents.
- E-Twinning
 - Register students so that they can participate in forums and online meetings through the Twinspace.
 - Upload all activities.
 - Authorization of images / videos to kids, both for e-twinning and for the project.

4. THE MOBILITIES.

- Dates:
 - Spain: From November 30, 2020 to December 4, 2020.

We talk about the possibility of staying in a hotel with the teachers if the families prefer, for better security and reduce the risk of contagion. The Hotel I 15 minutes walking from the school. They have double and triple rooms with breakfast included. Also we will all spend one night together on a school farm.

Because of the actual pandemic situation all the participants decide to move this mobility till 1 march 2020. We will confirm the new date in January meeting, depending on the coronavirus situation.



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- Greece: May 2021.
We decided to wait until January meeting to confirm or change this mobility.
- Romania: October / November 2021
- Italy: May 2022
- Important documents for mobilities:
 - Mobility program.
 - Final certificate of mobility for students.
 - Certificate of participants' selection criteria.
 - Certificate of daily attendance for students.
 - Certificate of mobility's attendance for teachers.
 - Letter of invitation to mobility.
 - Europass (compulsory only for Spain)
 - Mobility assessment (google questionnaire) done by the host school.
 - Security information (embassies, hotel address, means of transport to get there, etc)
 - Family and / or police authorizations to travel abroad.
 - European health card.
 - Travel insurance.
 - Video call (organized by the host school) one month before the mobility to meet us.

5. NEXT MEETING.

We will have the next meeting the last week of September. Probably we use again “Google Meet” (It is also propose “Zoom” and Etwinning plataform) On this meeting it will be solved the questions or doubts about all the documents that the schools have to start preparing, and also it will be explained the October activities.

6. REQUESTS AND QUESTIONS.

- How to decided the selection criteria? It must be decided in each school.
- How to prepared the documents? The coordinator of the project will send a model of the common documents. The internal documents (as the authorizations, the selection criteria, ...) must be done individual.