

CSS-EU

CHANGE SHAPING SCHOOLS

Kickoff and monthly meetings

Project Stage:	Preparation phase 4. Arrange the logistics
Objective:	Have a planning meeting when all the details of the project are discussed and the team is organized. Regular meetings are recommended to take place monthly.
Action needed:	The meeting needs to be organized by the school team and the activities of the project need to be discussed and agreed upon. Print forms as needed.
Responsible:	School [enter name]
Accountable:	Country Ambassador [enter name]



Kickoff meeting

Attendance form				
No	Member name	Institution	Role (teacher, students, other stakeholders)	Signature
	(add rows as needed)			



Co-funded by the
Erasmus+ Programme
of the European Union

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1. Proposed Agenda:

Include discussion points:

Before the meeting assign the role of a scribe and facilitator

Review the project folder

Fill out the attendance form

- Arrange the logistics: Discuss how the project will be organized inside the school
 - Students who will be involved
 - Times when the activities will take place
 - Stakeholders which will be involved
- Discuss and organize project documents (consent forms, participants list and stakeholders lists to country ambassador)
- Discuss project progress, risks and opportunities
- Review the checklist
- Determine meeting calendars and roles during the meeting - if not possible to schedule the monthly meeting determine at least the next meeting
- At the end of the meeting update the google folders
- Add any items you find necessary

2. Conclusions:

Enter conclusions here:



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3. To do:

Enter action items, timeframe and responsible here:

What?	When?	Who?

4. Other information

Enter resources and any special notes here:

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5. Next meetings

Enter estimated date here:

Month	Day	Hour	Location

