

## Agenda for 2nd Short-term joint staff training event

<b>Organizer</b>	ITT <i>Michelangelo Buonarroti</i> - Trento, Italy
<b>Project activity</b>	M2 Transnational Meeting
<b>Date</b>	6 - 8 September 2021

<i>Time</i>	<i>Activity</i>	<i>Room/place</i>
<b>Day 1</b>	<b>6<sup>th</sup> September (Monday)</b>	
8:30 – 10:00	Welcome to Buonarroti <ul style="list-style-type: none"> <li>· going through the meeting agenda</li> <li>· recap of the Covid-situation in partner countries</li> </ul>	ITT Buonarroti Room 101
10:00 – 10:30	<b>Coffee Break</b>	
10:30 - 12:30	<ul style="list-style-type: none"> <li>· analyzing the course of the project</li> </ul>	ITT Buonarroti Room 101
12:30 – 13:30	Lunch	
13:30 - 15:00	<ul style="list-style-type: none"> <li>· reviewing created lesson plans (completeness, united naming)</li> <li>· checking the quality of lesson plans according to the Quality Assurance Plan</li> </ul>	
15:00 – 16:00	<ul style="list-style-type: none"> <li>· online session (recap of the day conclusions)</li> </ul>	
19.00	Pizza	
<b>Day 2</b>	<b>7<sup>th</sup> September (Tuesday)</b>	
9:30 – 10:30	<ul style="list-style-type: none"> <li>· continuation of checking the quality of created lesson plans according to the Quality Assurance Plan</li> <li>· structure of final lesson plans (tests/exercises and evaluation as an integral part of each lesson plan)</li> <li>· finalizing the eBook content</li> </ul>	ITT Buonarroti Room 101
10:30 – 11:00	<b>Coffee Break</b>	
11:00-13:00	<ul style="list-style-type: none"> <li>· designing the form of Methodological Guide</li> <li>· reviewing regular reports</li> <li>· financial issues</li> </ul>	ITT Buonarroti Room 101
13:00 – 14:00	Lunch	
14:00 – 15:00	<ul style="list-style-type: none"> <li>· logging specifics (deadlines)</li> <li>· planning C3 (content, venue, date)</li> </ul>	ITT Buonarroti Room 101
15:00 – 16:00	<ul style="list-style-type: none"> <li>· online session (recap of the day conclusions)</li> </ul>	
20:00	Dinner offered by hosts	La Cantinota - Trento
<b>Day 3</b>	<b>8<sup>th</sup> September (Wednesday)</b>	
9:30 – 10:30	<ul style="list-style-type: none"> <li>· planning ongoing activities and procedures (eBook pilot testing, preparing Project for students, preparing International competition for students)</li> </ul>	ITT Buonarroti Room 101
10:30-11:00	<b>Coffee Break</b>	
11:00 – 11:30	Meeting Closure <ul style="list-style-type: none"> <li>· next steps</li> <li>· certificates</li> </ul>	ITT Buonarroti Room 101