

Meeting Description	Fourth Project Meeting in Kuopio (Finland)
Meeting hosted by	Savon ammattii - ja aikuisopisto

Date / Time / Place	18 th September 2012, Room “Karpala”
Name of Workline	Workline C – European Electronic Map
Name of Workgroup	Presentation

Representative workgroup member	[HR] Tatjana Antic
Co-representative workgroup member	[DK] Steven Iles Buhelt
Co-representative workgroup member	[HR] Gordana Eric

Further workgroup members	[HU] Norbert Zsido
	[HU] Daniel Troppert
	[SE] Carina Loden
	[NO] Stig Marstad
	[RO] Cristiana Voicu
	[LT] Rita Jakstiene

Minute written by	[RO] Gabriela Guta
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Description of work progress: Topics / Tasks / Results / Decisions / Facts of importance	Responsible school(s) or person(s) incl. deadlines
<p>We have decided that Tatjana will post the template on the forum. It will be a suggestion for each school to know what to do. See the first draft posted on the forum after Celje.</p> <p>Every country should use Arial 32, the same colours, the bottom and the upper part mustn't be changed, except for the country outlines, flag and QR code for school homepage. The presentation must be done by each school by the next meeting in Austria.</p> <p>The presentation should be simple and clear, it should not have many details and it shouldn't have more than 4 images per slide.</p> <p>By 20th of December all schools should send their presentations to Tatjana and the changes must be done and ready for the next meeting in Austria.</p>	

**Description of work progress:
Topics / Tasks / Results / Decisions / Facts of importance**

**Responsible
school(s) or
person(s) incl.
deadlines**

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Meeting Description	Fourth Project Meeting in Kuopio (Finland)
Meeting hosted by	Savon ammattii - ja aikuisopisto

Date / Time / Place	20 th September 2012, Room “Karpala”
Name of Workline	Workline C – European Electronic Map
Name of Workgroup	Presentation

Representative workgroup member	[HR] Tatjana Antic
Co-representative workgroup member	[FR] Nicolas Prime
Co-representative workgroup member	[NO] Stig Marstad

Further workgroup members	[HU] Norbert Zsido
	[HU] Daniel Troppert
	[RO] Cristiana Voicu
	[FR] Michel Frezouls
	[LT] Rita Jakstiene
	[LT] Saulius Mereckas
	[LT] Irmantas Matulaitis

Minute written by	[RO] Gabriela Guta
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Description of work progress: Topics / Tasks / Results / Decisions / Facts of importance	Responsible school(s) or person(s) incl. deadlines
<p>We had some further discussions concerning the template.</p> <p>During the plenary discussions there was a suggestion to think about the possible reader of the presentation, it was also pointed out that it's impossible to read the QR code and open the homepage of any school in 30 seconds. We decided to write each school's name instead of QR code.</p> <p>The Supervisors' group came to the meeting and suggested to look through the template and to include the name of country-town on the first slide and school name on the second slide.</p> <p>No decisions were made.</p>	

Meeting Description	Fourth Project Meeting in Kuopio (Finland)
Meeting hosted by	Savon ammattii - ja aikuisopisto

Date / Time / Place	21st September 2012, Room “Karpala”
Name of Workline	Workline C – European Electronic Map
Name of Workgroup	Presentation

Representative workgroup member	[LT] Rita Jakstiene
Co-representative workgroup member	[FR] Nicolas Prime
Co-representative workgroup member	[HU] Norbert Zsido

Further workgroup members	[HU] Daniel Troppert
	[RO] Cristiana Voicu
	[NO] Stig Marstad
	[FR] Michel Frezouls
	Students from [LT], [NO], [FR], [HU]

Minute written by	[RO] Gabriela Guta
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Description of work progress: Topics / Tasks / Results / Decisions / Facts of importance	Responsible school(s) or person(s) incl. deadlines
<p>We once again discussed the template of each school's presentation for the last meeting.</p> <p>We made the following decisions:</p> <ol style="list-style-type: none"> 1. Each school will have to prepare a Power Point Presentation of 6 slides (5 seconds each – 30 seconds in all) according to the template; 2. The template will be put on the forum; 3. Each slide should contain max 2 images and max 10 words, no sounds, no effects; 4. Explanation of each slide: <ul style="list-style-type: none"> • 1st slide: “Country-town”- 3 fields to change: country-town, outlines-flag, school name + max 2 images, max 10 words; • 2nd slide: ”School” -3 fields to change (the same as in slide 1); • 3rd slide: Project group”(only students if possible) – 2 fields to change: outlines –flag, school name; • 4th to 6th slides: 2 fields to change (the same as in slide 3) + images and text reflecting the motto. There should be only one topic – the one as is shown producing the wagon of each school. 	<p>Each school till the meeting in Austria (to have in USB)</p> <p>Lithuanian school till October 1st</p>