


Date	Subject	Action	Comments
Day 1 16 th May 2018 08.50 – 09.50	Registration of participants Welcome and quick recap of EMEU mission, progress and future of the network Aims of the work conference	Uxue, Naiara, Isabella, Jon, Maya and Jose Frans	All signatures hathered and participation certificates issued
09.45 – 10.00	Presentation of progress Social Care team mbo Rijnland Organizing a day for infants	Annemarie Borst	Students had a very positive experience. They liked the program and contents of the SM. Suggestion: Duration 6 weeks iso 3 weeks
10.00 – 11.35	Work session 1 E4ALL Groups: *divide and work on study modules and virtual Assignments *plan of activities in 2018 - 2019	Health Care, Social Care Business Hospitality Retail Marketing	Discussed the 2017-2018 experiences Discussed the SMs and VAs Planned the SMs and VAs in the 2018-2019 calendar Described the final VAs
11.35	Quick report on progress	All teams	All groups report progress as to the set of tasks for today. More time is needed in the afternoon
11.35 – 11.45	Presentation of progress Retail A gap in the market, Study Module	Jesse van der Putte Ellen Ejerskov	3 Spanish students presented the benefits of the SM to them. One word sum up: incredible Changes to the SM are not necessary.
11.45 – 12.00	Presentation of progress Sports Positive coaching Study Module	Andre Bakker	Good pointers: Team-share the tasks; Prepare and communicate the activities well;

			Allow for own time; (do not overload students) Ask what they would like do Involve industry (football club)
13.30 – 15.45	WORK session 2	All teams	As before in Work session 1
16.00 – 16.10	Presentation of progress Marketing Virtual Activity	Dennis Wick	Clear presentation of E-Twinning platform for Virtual Activities.
16.10	Summary Day 1 Two work sessions 4 Presentations SM/VA Special focus tomorrow -Roadmap new partners (J) -SurveyMonkey feedback (J) -Sending and Hosting (F) -Support from Steering Group (All)	Frans	Discussion of experiences 2017-2018 Planning SMs and VAs in 2018-2019 Pointers, suggestions

Date	Subject	Action	Comments
Day 2 17 th May 2018 08.50 – 09.50	Registration of participants Welcome and quick recap of Day 1	Uxue, Naiara, Isabella, Jon, Maya and Frans	Frans thanks Uxue and Naiara for a very nice cultural eventexplains today's program
09.45 – 10.00	Presentation of progress Hospitality	Jeroen Rijks	Intentions re VA's were good, but execution should be adjusted. Staff should be better prepared and monitor the progress with the entire class.
10.00 – 11.35	Work session 3 E4ALL Groups: *divide and work on study modules and virtual Assignments *plan of activities in 2018 - 2019	Health Care, Social Care Business Hospitality Retail Marketing	Discussed the 2017-2018 experiences Discussed the SMs and VAs Planned the SMs and VAs in the 2018-2019 calendar Described the final VAs
11.35 – 11.45	Quick report on progress Change of Team Leader	All teams	All teams reported on good progress re contents and planning of SMs and VA's
11.45 – 12.00	Presentation of Health Care	Katharina	
12.00 – 13.30	LUNCH		
13.30 – 15.45	WORK session 4 The RoadMap The SurveyMonkey feedback	Jon All	
15.45	Conclusions, recommendations and actions agreed upon:	Frans	All 2018-2019 Study Modules to be uploaded before 1 June 2018

			<p>All 2018-2019 VA's sent to Frans before 25th May 2018</p> <p>All minutes of work sessions sent before 1 June 2018</p> <p>All SM and VA from Spring 2018-2019 feedback forms sent to Frans</p> <p>Send the calendar 2018-2019 with all SMs and VA's planned to Frans</p>
15.55	<p>Quick overview of students and staff involved*</p> <ol style="list-style-type: none"> 1. 2017-2018 115 students in Study Modules 2. 2017-2018 580 students in VA's and 58 staff 3. 130 students involved as a spin-off to project <p>Most important reminders for E4ALL network:</p> <ol style="list-style-type: none"> 1. COMMUNICATION is vitally important, particularly in PREPARATION stage; 2. QUALITY of sending and hosting needs to be continuously upgraded to avoid disappoints, mismatches, frustration; factors which have an undesirable impact on students and staff. All teams have discussed and come up with suggestions on how to improve the S&H procedure on the EMEU website. 4. All Presentations by the E4ALL teams have shown the strengths and weaknesses of the current activities. The strengths prevail, but the weaknesses need to be addressed. 	Frans	<p>High student and staff numbers meet our expectations</p> <p>* We haven't counted the number of students and staff who were involved in activities with incoming students. We will do this in 2018-2019.</p>
16.05			

16.30	<p>Thank you, Uxue / Naiara (ZubiriManteo)</p> <p>2018-2019 Let's make the EM(E)U run together!</p> 	SG partners and all teams	<p>Thanks to the organizers, their ICT department and the vice-president for their hospitality and wonderful program.</p> <p>The E4ALL network is ready to embark on its first proper project cycle.</p> <p>Let's make the EM(E)U run in 2018-2019</p>
17.00	<p>End of program.</p>		

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