

## **Minutes of Management Meeting**

**Saturday, 2<sup>nd</sup> April, 2011**

### **In Attendance:**

Francisco Torres, Marga Taylor, Francis Fabri, Gabriel Taga, Daniela Ionescu, Jan Riha, Jose Maria Calvarro, Krzysztof Bahrynowski, Lukas Richterek, Mahmut Develi, Kevin Harrington

### **Developing the Project's Final Results**

- Dr Francis Fabri gave a presentation on the proposed book that will be the main final outcome of the project. This book will incorporate the Guide to Good Practice, The Framework for Development of “Enjoyable Learning” and the Case Studies. It will also include a comprehensive description of the project and how it worked.
- A detailed description of the proposed book's structure and content was given.
- An allocation of tasks for completing the book was discussed and agreed.
- A timeline for the completion of the books was presented, discussed and agreed. It was emphasised that, given the tight timeframe involved, it was vitally important that we adhere rigidly to this timeframe.
- It is planned to have this book ready for the project's final workshop/conference in Dublin in June/July.
- There was some discussion about the size of the book and the amount of colour involved. It was agreed that an A5 size was more suitable, and that it would be desirable to have it as colourful as possible. This led on to a discussion about costs and the process of physically having the books in Dublin from the printers in Romania. No final decision was made about this, but it was agreed to share the costs between each partner.
- Some elements may be produced in PDF and online formats – in particular, the Guide to Good Practice translated into the different languages.

*Note: The details of the proposed book, together with the agreed timeline are available on a separate document.*