

**Project title:** INNOMATH - Innovative enriching education processes for Mathematically Gifted Students in Europe

Reference number: 2019-1-DE03-KA201- 059604

Date	No	Activity	Status
<b>MONTH 1 September 2019</b>	<b>M1</b>	<b>2019</b>	
September 2019	<b>MGT</b>	Partner agreements signed between the Coordinating Organization and each partner.	
	<b>Output s</b>	Formation of the project Outputs Steering Committee chaired by Gr. Makrides and with IO leaders as members.	
September 2019	<b>MGT</b>	First instalment payment to partners is made	
	<b>MGT</b>	Project Quality Assurance Chair Quality Assurance Committee: 3 members representative from different type of partners	<b>Formed during TPM1</b>
September 2019	<b>O1</b>	<b>Output 1 work begins</b> O1: Analysis Report on Good Practices and Methods used to support gifted/talented pupils in schools: Best Practice Guidelines  O1/A1: Design the survey questions and development into an electronic form and define the sample and establish the data base of contacts	<b>M1 – M6</b>  <b>M1-M4</b>
	<b>O1</b>	O1/A2: Develop the standards of reference for web search and collection of good practices and Examples + questionnaire	<b>M1-M3</b>
	<b>MGT</b>	Dissemination	
<b>MONTH 2 October 2019</b>			
	<b>MGT</b>	Website <a href="http://www.innomath.eu">www.innomath.eu</a> published	

	<b>MGT</b>	Dissemination	
	<b>MGT</b>	First Press Release in English. Partners translate into national languages and they publish. Send copies of published Press Release to the coordinator and url links to published locations.	<b>EN GE GR RO PL FR</b>
		O1/A4: Implementation of the web search	<b>M2- M5</b>
1-2 October	<b>TPM1</b>	Meeting 1, Germany Location: Schrobenhausen, Germany VHS-Haus, Lenbachstraße. 22, Schrobenhausen	
		Meeting Evaluation (online)	
	<b>MGT</b>	Quality Assurance strategy statement developed and signed during meeting 1	
	<b>MGT</b>	Contingency Plan developed and signed during meeting 1	
	<b>MGT</b>	Initial Dissemination plan agreed during meeting 1	
<b>MONTH 3 November 2019</b>			
		O1/A3: Implementation of the questionnaire survey	<b>M3-M5</b>
		<b>O2. Mathematics meets Industry in School – Knowledge to Innovation through Practice: Guidelines</b>	<b>M3-M19</b>
		O2/A1: M3-10  Planning, Starting, Preparation a): Home university invite local industry to propose problems, 2 problems per company. 2-3 companies are suitable. Home university evaluate the suitability of the tasks.	<b>M3-M10</b>
INDICATORS		SEE LIST AT THE END OF THE TABLE	<b>Every 6 Months measure</b>
<b>MONTH 4 December 2019</b>			
December 2019	<b>MGT</b>	Minutes of meeting 1 finalized and approved	
	<b>MGT</b>	Quarter I (Sept2019-November 2019) reports to be sent. Forms F1, F2, F3 Send times sheets F3reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.	

		<b>O3.</b> Guidebook of Methods and Tools for teacher facilitators	<b>M4- M20</b>
		O3/A1: Take good examples from the results of IO1 and create lesson plans for using them	<b>M4 – M10</b>
<b>2020</b>			
<b>MONTH 5</b> January 2020			
		O1/A5: Analysis of the questionnaire survey and preparation of a report	<b>M5-M6</b> <b>2 months</b>
	<b>MGT</b>	Dissemination	
<b>MONTH 6</b> February 2020			
		O1/A6: Selection of the best web search results and preparation in a coherent structure of electronic presentation and database reference with a style of reporting	<b>1 month</b>
	<b>MGT</b>	Dissemination	
<b>MONTH 7</b> March 2020			
<b>Meeting 2</b>		Meeting 2 in Romania)	<b>Invited</b>
	<b>MGT</b>	Quarter II (December 2019-February 2020) reports to be sent. Forms FQ, F1, F2, F3 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.	<b>2<sup>nd</sup> payment after the 7<sup>th</sup> month</b>
	<b>MGT</b>	Dissemination	
	<b>MGT</b>	Dissemination at EUROMATH & EUROSCIENCE 2020	
<b>MONTH 8</b> April 2020			
	<b>MGT</b>	Minutes of meeting 2 finalized and approved	
	<b>MGT</b>	Each partner reports on Dissemination Activities and Indicator related evidence covering the project period until the end of March 2020 (first six months). Evidence should be reported.	
	<b>MGT</b>	Dissemination	

<b>MONTH 9 May 2020</b>			
		O2/A2: M9-13  Preparation b) and c): Home university invite schools/school students, university students, PhDstudents and senior researchers to apply to participate. Motivation letter should be given. A webpage with the proposed problems should also be arranged. School teachers are invited to a teacher-MID-day	<b>M9-M13</b>
<b>MONTH 10 June 2020</b>			
		O3/A2: Support IO2 output to be presented in a friendly reading and applying approach as part of the Guidebook	<b>M10 – M19</b>
		O3/A3: Editing the development of the collection of 3.1 to be made into guidelines that can be used by teachers	<b>M10 – M19</b>
		Quarter III (March 2020-May 2020) reports to be sent. Forms FQ, F1, F2, F3 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.	
<b>MONTH 11 July 2020</b>			
		O4. INNOMATH Course for teacher facilitators: Supporting Mathematically Gifted Students	M11 – M22
		O4/A1: Define the learning outcomes of the course	M11 – M13
	<b>MGT</b>	Dissemination	
<b>MONTH 12 August 2020</b>			
		Quarter IV (June 2020-August 2020) reports to be sent. Forms FQ, F1, F2, F3 Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.	
	<b>MGT</b>	END OF INTERIM REPORT PERIOD Partners submit required documentation for interim report	
	<b>MGT</b>	Dissemination	

<b>MONTH 13 Sept September 2020</b>			
		<b>DEADLINE FOR INTERIM REPORT</b>	
		O2/A3: M13-16  Implementation: The MID days are implemented. What comes first can differ in different places, the teacher day or the actual day	M13-M16
		O2/A4: M13-19  Evaluation – summary for Guidelines: Evaluations are collected and a summary for the digital guidebook is constructed	M13-M19
		O4/A2: Design the structure of the course as a 4-5 days course with 3 modules per day	M13-M16
	<b>QEV</b>	1 <sup>st</sup> Quality Evaluation Report	
	<b>MGT</b>	Dissemination	
<b>MONTH 14 October 2020</b>			
		<b>DEADLINE for interim report</b>	
	<b>MGT</b>	<b>Project Meeting 3, Lyon, France</b>	
	<b>C1</b>	<b>C1 Staff Training Course (4 days) Lyon , France</b>	4 days
	<b>E1</b>	<b>Multiplier Event, Lyon, France</b>	
	<b>MGT</b>	Dissemination	
	<b>MGT</b>	Minutes of meeting 3 finalized and approved	
<b>MONTH 15 November 2020</b>			
		O4/A3: Develop the material of each module in PPT ready to use format with the necessary	M15 – M22
	<b>MGT</b>	Dissemination	
	<b>E2</b>	<b>Multiplier Event, Cyprus</b>	
<b>MONTH 16 December 2020</b>			
		Quarter V (September 2020-November 2020) reports to be sent. Forms FQ, F1, F2, F3, F4, F5, F6)	

		Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.	
		Minutes of meeting 3 finalized	
	<b>MGT</b>	Dissemination	
	<b>E3</b>	Multiplier Event, Poland	
<b>2021</b>			
<b>MONTH 17</b> January 2021			
		O3/A4: Development of the Guidebook in the form of an e-book. First final version in English	M17 – M19
	<b>E4</b>	Multiplier Event, Romania	
	<b>MGT</b>	Dissemination	
<b>MONTH 18</b> February 2021			
	<b>MGT</b>	Project Meeting 4 in Krakow, Poland	
	<b>E5</b>	Multiplier Event , Germany	
<b>MONTH 19</b> March 2021			
	<b>MGT</b>	Send photos of dissemination activities	
		Quarter VI (December 2020 - February 2021) reports to be sent. Forms FQ, F1, F2, F3, F4, F5, F6) Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.	
	<b>MGT</b>	Dissemination in EUROMATH & EUROSCIENCE 2020	
		O3/A5: Coordinate the translation of an executive summary of the Guidebook into the partner languages and certain key tasks/examples of applications of mathematics in industry	M19 – M20
<b>MONTH 20</b> April 2021			
	<b>MGT</b>	Dissemination	
<b>MONTH 21</b> May 2021			

	<b>MGT</b>	Dissemination	
	<b>MGT</b>	Minutes of meeting 4 finalized	
<b>MONTH 22 June 2021</b>			
	<b>MGT</b>	Quarter VII (March 2021 - May 2021) reports to be sent. Forms FQ, F1, F2, F3, F4, F5, F6) Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.	
	<b>MGT</b>	Final Project meeting 5 in Cyprus	
	<b>ME</b>	Multiplier Event in Cyprus	
<b>MONTH 23 July 2021</b>			
<b>FINAL Meeting</b>	<b>MGT</b>	Final Meeting 5 in Cyprus	
	<b>MGT</b>	PRESS Conference during meeting 5 Dissemination (public articles)	
	<b>MGT</b>	Dissemination	
<b>MONTH 24 August 2021</b>			
	<b>MGT</b>	Minutes of meeting 5 finalized and approved	
	<b>MGT</b>	Dissemination	
		<b>Final Report Documents</b>	
	<b>MGT</b>	Quarter VIII (June 2021 – August 2021) reports to be sent. Forms FQ, F1, F2, F3, F4, F5, F6) Send reports for review and after reply by Coordinator you can make them final with signature and stamps and be sent back in pdf. You keep the original. Evidence for travel and hotel should be saved also.	
		<b>END OF PROJECT</b>	