**Minutes of the LTTA), Mobility in Narva, Estonia**

**Venue: Narva Soldino Kool**

**Day 1: Thursday, 12.10.232**

The session began with a warm welcome from the host school, Narva Soldino Kool.

Introduction to the school and an overview of the Estonian education system were presented.

Partner schools and institutions presented their organisations and countries’ educational systems.

Project Stages and Responsibilities:

Partners Discussed the stages of the "Zero Waste= Sustainable World" project, clarified partners’ responsibilities and collaborative efforts.

Quality and Quantity Indicators of Project Activities:

Partners explored the quality and quantity indicators for effective project management, focusing on planning, monitoring, budgeting, and practical arrangements.

Overview of project documentation tools was made, emphasizing Google Drive and its folders.

Ensuring proper organization and collaboration through shared documents.

Project Results and Outputs:

The partners discussed expected project outcomes and deliverables.

Emphasis was made on the importance of measurable and impactful results.

**Day 2: Friday, 13.10.23**

Dissemination Activities:

Strategies for project dissemination through the project website, eTwinning, and social media were discussed. Emphasis was made on reaching a wider audience and maximizing project visibility.

Upcoming Staff, Timetable, and Mobility Dates:

Detailed discussion on upcoming staff involvement, including timetable and mobility dates.

Ensuring proper coordination for effective project implementation.

Discussion and Feedback

Participants shared thoughts, insights, and feedback on the LTTA's discussions and activities.

Certificate Ceremony

The organizer of the meeting presented the participants with certificates in recognition of their active participation and valuable contributions to the LTTA.

Closing Remarks:

The facilitator thanked all participants for their engagement and contributions, looking forward to successful project implementation.

End of LTTA in Narva, Estonia.