Quick guide for the first meeting with your partner teacher

After matching with your partner teacher, initiate a friendly conversation and plan your first meeting to set the basis of your future collaboration. We've created a handy table with guidelines to help you before, during and after this first meeting.

Before

- Set your calendar to the day and time you specified for the video call.
- Decide what you want to discuss during this first meeting. For example, what kind of learning experience do you want to have? Explore Cultures, Explore Global Challenges, or create solutions.
- Create an agenda with the points you want to discuss in the meeting.

During

- Enter the video call a few minutes before to verify a good internet connection.
- Show a cordial and respectful attitude during the meeting.
- Comment on what your interests and expectations are about the learning experience that you would like to collaborate on.
- Prepare a schedule for future coordination and the date when your collaboration learning experience begins and ends.
- Finalize agreements and next steps to start collaborating.

After

- Send an email with the agreements and the schedule of future meetings.
- If there is any inconvenience that prevents the progress of the project, immediately contact your partner teacher. Remember that it is a sign of respect and commitment to maintaining clear communication at all times.

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Teacher Meeting Template

Participants	Country	E-mail / Telephone

Agenda proposal

- Hi and icebreaker
- Introduction
  - Mention your name
  - What subjects do you teach?
  - Where is your school located?
  - Profile of your students (age, interests, etc.)
- Interests and expectations about the learning experience that you would like to collaborate together.
- Agreements/ Schedule
- Bye-bye

Agreements	Timeline
	• Event/Day/Time

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