

2012 English Ability Promoting Plan for Elementary and Junior High

School Students in Keelung City

Minutes for 3rd Foreign English Teachers' Meeting

一、 Time : 2012.05.02 (Wed, 2PM)

二、 Location : Dong Guang Elementary School

三、 Chairperson : Athena Wang

四、 Attendants : as Registration Table

五、 Issues discussed :

(一)Topic 1: Discuss the photos, story lines and characters design of the picture book.

Decision:

1、 Waimu Shan as appendix 1

2、 Keelung Harbor as appendix 2

3、 Heping Dao as appendix 3

4、 Chenping Harbor as appendix 4

5、 Bisha as appendix 5

(二)Topic 2: the schedule of book editing

Time	Schedule	
Before May 18th	1、 Finish drawing and writing the characters and content of Chenping Harbor unit (1) Jonathan: Drawing the Characters (2) Jon: Writing some facts (3) Nic: Writing the story(narrative paragraph)	
May 18 th ~May31th	Art editing for the unit content	
May 31th	Finish all the contents of the five units and sent them to Athena	
June 1 st	Send all the contents to Professor Chen	
June 6 th	Finish checking of all contents from Professor Chen	

June 13 th	The fourth meeting for editing the book	
-----------------------	---	--

(三)Next Meeting:

1、The date of next meeting: June, 13nd

2、The time of next meeting: From 2:00 pm~4:00 pm

3、The task of the next meeting as below:

(1)Check the art editor's design of Chenping Harbor unit.

(2)Check all the contents of the five units and the suggestions of Professor Chen.

(3)Discuss with some Chinese English teachers to seek some advice for the contents of the book.

六、 Meeting is over at 04 :00 PM