

AGENDA – FALEFOS 2. Project Meeting

Date of meeting: 12/05/2014 – 13/05/2014

Meeting location: Address

Participants: P1 (AT),
P2 (CH),
P3 (DE),
P4 (HR),
P5 (IT),
P6 (PL),
P7 (RO)

Agenda of the meeting

Monday 12/05/2014

9:00 – 9:15	Welcome	All participants
9:15 – 9:30	Review of the project	P1 JAW
9:30 – 11:00	Reports on WP 2 <ul style="list-style-type: none"> • experiences • first results • to Dos 	All participants P6
11:00 – 11:30	Coffee break	
11:30 – 12:30	Reports on WP 2 <ul style="list-style-type: none"> • experiences • first results • to dos 	P5 P1

12:30 – 13:30 Lunch break

13:30 – 15:00	WP6 - Quality Management Concept Project communication (discussion)	P4 P1
15:00 – 15:30	Coffee break	
15:30 – 16:30	WP3 – Workshop development <ul style="list-style-type: none"> • proposal on structure • partners tasks • contents of the curricula 	P3

20:00 Dinner

Tuesday 13/05/2014

9:00 – 10:30	WP3 – Workshop development <ul style="list-style-type: none"> • proposal on structure • partners tasks • contents of the curricula 	P3
10:30 – 11:00	Coffee break	
11:00 – 12:00	WP 7 - Dissemination <ul style="list-style-type: none"> • dissemination Plan • dissemination Activities • dissemination Report • website, newsletter, leaflet, social media,... 	P1
12:00 – 12:15	WP 8 - Exploitation Presentation of stakeholder and multiplier directory	P7
12:15 – 13:45	WP1 – Project Management <ul style="list-style-type: none"> • Financial issues • Next Meetings • To do list 	P1

13:45 Lunch break

To-do list for the meeting

Action (WHAT)	Responsible (WHO)	Deadline (WHEN)	Comments
Send flight details to P5 (IT)	All partners	a.s.a.p.	
Book a hotel for all partners	P5	a.s.a.p.	
Prepare helpful hints for our stay in Florence and send to all partners.	P5	a.s.a.p.	
Short reports on WP2	All partner	Until meeting	
Presentation of the Quality Management Concept	P5	Until meeting	
Planning of WP3	P3	Until meeting	
Presentation of stakeholder and multiplier directory	P7	Until meeting	
Presentation of WP7	P1	Until meeting	

Next Meetings

29/09/14 – 02/10/14	Siegen / DE	3. Meeting in Siegen – arrival 29/09/2014, working days 30/09 + 01/10/2014, departure 02/10/2014
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