

AGENDA – FALEFOS 4th Project Meeting

Date of meeting: 07/05/2015 –08/05/2015

Meeting location: Sirius Zagreb

Participants: P1 (AT), Elke Maurer,
 P2 (CH), Miriam Hess and Irma Draeger
 P3 (DE), Andy Jespersen
 P4 (HR), Mirela Miharija and Ivana Belamaric
 P5 (IT), Sofia Jobbagy nad Valeria Armentano
 P6 (PL), Anna Jozefczyk
 P7 (RO) Gal Katalin

Agenda of the meeting

Thursday 07/05/2015

9:00 – 9:15	Welcome	All participants
9:15 – 9:30	Review of the project	P1 JAW
9:30 – 10:30	Summarising of workshop outcomes WP3 <ul style="list-style-type: none"> • Short presentations 	All partners
10:30-11:00	Coffee break	
11:00 – 12:00	WP4 – Implementation report <ul style="list-style-type: none"> • presentation 	P4

12:00 – 13:00 Lunch break –

13:00 – 14:30	Practical guidebook <ul style="list-style-type: none"> • content • layout • timetable 	P3
14:30-15:00	Coffee break	
15:00 – 17:30	Practical guidebook	All participants

19:00 Dinner

Friday 08/05/2015

9:00 – 11:00	•	
11:00 – 11:30	Coffee break	
11:30 – 12:00	• IPR Agreement	P7
12:00 – 13:00	• Exploitation plan draft • Local event	P7 All partners

13:00 Lunch

To-do list for the meeting

Action (WHAT)	Responsible (WHO)	Deadline (WHEN)	Comments
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Send reservation form	P4	a.s.a.p.	
Short reports on workshops	All	Until meeting	
Draft guidebook		Until meeting	
Draft exploitation		Until meeting	

Next Meetings			