

FIRST PROJECT PARTNERS MEETING

Florence (IT), 20 – 21 January 2017

AGENDA OF THE MEETING

Timetable of Friday 20 January 2017

9:30 Start of the Meeting

1	Welcome of Participants	Sistema Practices and Pixel
2	Adoption of the agenda	Pixel
3	Presentation of each partner of the project	All partners

11:15 – 11:30 Coffee Break

4	Introduction to the project context and background	Sistema Practices and Pixel
5	Preparatory Activities: <ul style="list-style-type: none"> o <i>Involvement of project participants</i> o <i>Presentation of the companies involved or planned to be involved</i> 	Sistema Practices and Pixel
6	Presentation of the Intellectual Output of the WBL 2.0 Project	
6.1	Intellectual output 1: Repository of E-learning Video Lessons and Interviews <ul style="list-style-type: none"> o <i>Presentation of the templates for carrying out the activities (IO1.A – B – C – D)</i> 	Sistema Practices and Pixel

13:00 – 14:00 Lunch Break

7	Presentation of project results	
7.1	Platform for organizing transnational internship <ul style="list-style-type: none"> o <i>Presentation of the planned activities and expected results</i> 	Sistema Practices and Pixel
6.3	Guidelines for the organisation of International internships <ul style="list-style-type: none"> o <i>Presentation of the planned activities and expected results</i> 	Sistema Practices and Pixel

16:00 – 16:15 Coffee Break

8	Presentation of the project's events	
8.1	Multiplayer events (ME) <ul style="list-style-type: none"> o <i>Focus group at national level</i> 	Pixel

18:00 End of 1st Meeting Day



Timetable of Saturday 21 January 2016

9:00 Start of the Meeting

9		Presentation of the Project Management Activities	
	9.1	Presentation and analysis of PM1: Coordination of Activities <ul style="list-style-type: none"> ○ Presentation of the Form for the production of in progress activities reports available online on the project web site (PM1.D) 	Pixel
	9.2	Presentation the financial reporting of the project <ul style="list-style-type: none"> ○ <i>Presentation of the financial manual (PM1.E)</i> 	Pixel

11:00 – 11:15 Coffee Break

	9.3	Presentation and analysis of PM2: Dissemination <ul style="list-style-type: none"> ○ Presentation of the form to report the dissemination events (PM2.A) ○ Presentation of the Guidelines for writing the Best Practice Dissemination Report (PM2.B) 	Pixel
	9.4	Presentation and analysis of PM3: Exploitation <ul style="list-style-type: none"> ○ Presentation and discussion of the Forms for the involvement of associated partners (PM3.A-B) ○ Presentation and discussion of the Forms for the collection of the exploitation links (PM3.C) 	Pixel

13:00 – 14:00 Lunch Break

	9.5	Presentation and analysis of PM4: Evaluation <ul style="list-style-type: none"> ○ <i>Presentation of the activities to be carried out</i> ○ <i>Presentation of the evaluation report on the testing activities</i> 	Pixel
11		Contractual Issues and definition of partners' role	Sistema Practices and Pixel
12		Calendar of Activities and Reminder on Project Deadlines	Sistema Practices and Pixel
13		Schedule of Future Meetings	All partners
14		Any Other Business	All partners
15		Meeting Evaluation	All partners

16:00 End of the meeting

