

**EDU4future**  
**Educate for future**  
**(Contract No.: 2020-1-SK01-KA202-078375)**

**KICK OFF MEETING**

Meeting Date: 26. 11. 2020

Time: 09.30 – 14.00

Location: ONLINE

**Participants:**

<b>Partner/Name</b>	<b>Function</b>	<b>Organisation</b>	<b>Country</b>
<b>PC</b> Jan Václav (JV)	Project Coordinator	Slovak Chamber of Commerce	Slovakia
<b>PC</b> Lubica Žovincova (LZ)	Project Coordinator	Slovak CCI, Trencin	Slovakia
<b>P1</b> Marcel Navrátil (MN)	Project partner 1	TREXIMA, spol. s r.o.	Czech Republic
<b>P1</b> Eva Hrózová (EH)	Project partner 1	TREXIMA, spol. s r.o.	Czech Republic
<b>P2</b> Madeleine Diab (MD)	Project partner 2	AFBB	Germany
<b>P2</b> Bettina North (BN)	Project partner 2	AFBB	Germany
<b>P3</b> Brigitte Hatvan (BH)	Project Partner 3	CONPLUSULTRA GMBH	Austria
<b>P3</b> Josef Wolfbeisser (JW)	Project Partner 3	CONPLUSULTRA GMBH	Austria
<b>P4</b> Marco Braga (MB)	Project Partner 4	T2I	Italy
<b>P4</b> Chiara Remundos (CR)	Project Partner 4	T2I	Italy
<b>P5</b> Gregor Jagodič (GJ)	Project Partner 5	G&P svetovanje	Slovenia
Mrs. Denisa Pussová	Consultant of National Agency for Erasmus+	SAAIC	Slovakia

## Agenda

<b>Time</b>	<b>Content</b>	<b>Facilitator</b>
09.30 – 09.40	Official opening & welcoming by Project Coordinator	Project Coordinator (JV)
09.40 - 10.40	Presentation of partners Each partner gives a short presentation approximately 10 slides/10 minutes providing info in the structure: <ul style="list-style-type: none"> <li>- info on the organisation</li> <li>- experiences/projects relevant for EDU4future</li> <li>- how do you plan implement EDU4future results to educational system (valorise EDU4future in future)</li> </ul>	All Partners

10.40 – 11.00	General overview of the project: main objectives, outputs, Gantt chart	P Coordinator (JV)
11.00 – 11.15	Presentation of <b>Intellectual Outputs IO1-IO4</b> (brief info of the processes, connections between them)	PP1 Trexima (MN)
11.15 – 11.30	<b>IO1</b> / International Methodology - suggestion for work plan - feedback and discussion with all partners on it	PP2 AFBB (MD)
11.30 – 12.30	<b>Lunch break</b>	
12.30 – 13.00	<b>Project Management</b> Administrative and Financial Guidelines and Rules. Reporting and forms	P Coordinator (JV, LZ)
13.00 – 13.30	<b>SAAIC - National Agency ERASMUS+</b>	SAAIC Mrs. Denisa Pussova
13.30 – 13.40	Dissemination and Publicity	P Coordinator (JV)
13.40 – 14.00	Summary of the day, 'To Do' list: tasks, responsibilities and deadlines, dates for next meeting and Questions	P Coordinator (JV, LZ)