Erasmus+

Family Business Library

2020-1-LV01-KA204-077548

1st Transnational Partner Meeting (TPM1)
November 20st, 2020

General Information
Location and venue The first transnational project meeting was planned in Riga, Latvia, however, due to the global COVID-19 virus pandemic and following travel restrictions, the meeting will be done in the virtual setting. We will be using ZOOm for the meeting. Link to access the meeting on the ZOOM platform: https://zoom.us/j/96138581064?pwd=VXY5M0NBRTd3VE1hZGQ1OHVGdmVNQT09 Meeting ID 961 3858 1064 Passcode **194448**

*   All given times are EET (Eastern European Time) which is for Latvia and
     Greece. For Italy, Germany and Croatia, which are in CET (Central European
     Time) all times are -1 hour (start at 9:00)

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AGENDA

TIME*	Subject	Presenters
INTRODUCTION		
10:00 - 10:10	Meeting Introduction, objectives of the meeting	ARTSMART
10:10 - 12:00	Presentation of each partner organization: • organization and project team overview • for libraries – please show us, how You operate and what technologies and modern solution You have • previous experience in similar projects or topics • vision of contribution to project results Up to 15 minutes per partner organisation	ALL PARTNERS
12:00 - 12:20	Break	
LET'S GET WORKING!!		
12:20 - 12:40	Short presentation of project life-cycle with emphasis on intellectual outputs	ARTSMART
12:40 - 13:10	Presentation of Action plan for IO1	ARTSMART
13:10 - 13:40	Discussion about IO1 action plan, defining next deadlines for task compilation	ALL PARTNERS
13:40 - 14:30	Break	
ADMINISTRATIVE ISSUES		
14:30 - 14:45	Dissemination plan and project logo - presentation & discussion	ARTSMART & UNI PADERBORN (logo&webpage)
14:45 - 15:00	Quality Assurance plan - presentation & discussion	ARTSMART
15:00 - 16:00	Project management: • basic information about managing projects funded through EU grants • finances and accounting • coordination, cooperation and communication • data tracking and reporting • timesheets • IT Tools for communication and distribution of documents	ARTSMART
16:00 - 16:30	Defining dates for the next meeting and actions Q&A Summary and conclusion	ALL PARTNERS ARTSMART

Agenda is subject to change if necessary. For any additional information, please contact Juris Riekstins, juris.riekstins@art-smart.eu; +37129177107

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