

MEETINGS AGENDA

Date	Attendants	Objective
29-9-2022	Team leader and UAH International Relations admin.	Set up project
5-10-2022	CU (Coordination Unit)	Set up: - TEAMS repository for project - QEP (Qualitative Evaluation Plan) - Activities plan - Agendas (meetings, financial, reports) - Quality reports (Quality Review and WP-Exit Review) - Project logo
14-10-2022	SC (Steering Committee)	Review: - QEP (Qualitative Evaluation Plan) - Agendas (meetings, financial, reports) - Quality reports (Quality Review and WP-Exit Review) - Project logo
21-10-2022	SC (Steering Committee)	Review: - Agendas (meetings, financial, reports) - Set kick-off meeting date
4-11-2022	CU	Review project documents and Timesheets ¹ , website
12 -12-2022	SC (Steering Committee)	Review WP2
13-01-2023	SC	Review documents and ongoing activities
24 -01-2023	SC	Review financial and budget agreements
17 -02-2023	SC	Plan kick off meeting
17 -03-2023	Kick off meeting	Review all projects documents, activities, communication plan, etc.

¹ Or whatever the Spanish National Agency (SEPIE) deems necessary

21-04-2023	SC	Review WP2 (Quality Review checklist)
04-05-2023	All members	Outcomes of first research and activities and survey activity
21-05-2023	CU + UNIGE	Review WP2 (WP-Exit checklist) and review final WP2 report and Self-monitoring Plan checklist and Timesheets
06-06-2023	SC (Steering Committee)	Review WP3 (Quality Review checklist) and Timesheets
12-06-2023	All members	Outcomes of WP2
07/07/2023-09/07/2023 ITALY meeting (+online)	At least 2 members from each organization presentially	Open Space Multiplier event
25-09-2023	CU	Review WP3(Quality Review checklist) and Timesheets
24-10-2023	SC (Steering Committee)	Review WP3(Quality Review checklist) and Timesheets
13-11-2023	SC	Plan next meeting and review WP3 checklists
20-11-2023 2023	CU	Review WP3 (Quality Review checklist) and Timesheets Course structure
27-11-2023	SC	Review course structure
01-12-2023	All members	Review WP3 (Quality Review checklist) and review final WP2 report and activities Self-monitoring Plan checklist.
09-01-2024	CU	Intermediate report and visit preparation
22-01-2024	SC (Steering Committee)	Review WP3(Quality Review checklist) and Timesheets
24-01-2024	Spanish National Agency + CU	Intermediate project visit

12-02-2024	CU	Review WP3+ Intermediate report
22-02-2024	SC (Steering Committee)	Review WP3
01-03-2024	CU	Review WP3
21-03-2024	All members meeting	Review WP3
22-04-2024	CU	Review WP3 (Quality Review checklist) and Timesheets
26-04-2024	SC (Steering Committee)	Review WP3 (Quality Review checklist)
28-05-2024	CU	Review WP3 (Quality Review checklist) and Timesheets
17-06-2024	SC (Steering Committee)	Review WP3 (Quality Review checklist) and Timesheets
24-26 June 2024 SPAIN meeting (+online)	At least 2 members from each organization presentially	Open Space Multiplier event
10/09/2024	CU+ AUTH	Review WP3 (Quality Review checklist) and Timesheets Revise Video management and software
26/09/2024	SC (Steering Committee)	Review WP3 and review final WP2 report and Self- monitoring Plan report. Review start of WP4.
08/10/2024	CU+ AUTH	Review WP4 (Quality Review checklist) and Timesheets
22/10/2024	All members	Review WP4 (Quality Review checklist) and Timesheets
02/12/2024	SC (Steering Committee)	Review WP4 (Quality Review checklist) and Timesheets
17/1/2025	CU	Review WP4
20/1/2025 2025	SC (Steering Committee)	Review WP4 (Quality Review checklist) and Timesheets

February 2025	CU+ AUTH	Review WP4 (Quality Review checklist) and Timesheets
March 2025	SC (Steering Committee)	Review WP4 (Quality Review checklist) and Timesheets
April 2025	CU+ AUTH	Review WP4 (Quality Review checklist) and Timesheets
May 2025	CU	Review WP4 (Quality Review checklist) and Timesheets
June 2025	All members	Review WP4 and review final report and activities outcome. Review whole project activities (Self-monitoring Plan).
July 2025 GREECE meeting (+online)	At least 2 members from each organization presentially	Open Space Multiplier event
August 2025	SC (Steering Committee)	Analyse project and share and accept adequate reports. Also Final project report.