

## AGENDA OF KICK-OFF MEETING 7-8 June 2021

<b>The first day of the meeting Monday, 7<sup>th</sup> June 2021, 9:00-15:30 (CET)</b>		
<b>Part 1 – project managers and teachers participating in the project from all partner institutions</b>		
9:00 – 9:15	Welcome speech by the Vice-Rector for International Cooperation of Bialystok University of Technology and ADD_ON_SKILLS project coordinator - Prof. Dorota Anna Krawczyk	<b>BUT</b>
9:15 – 9:35	Introduction of Bialystok University of Technology team (Poland)	<b>BUT</b>
9:35 – 9:55	Introduction of University of Cordoba team (Spain)	<b>UCO</b>
9:55 – 10:15	Introduction of University of Florence team (Italy)	<b>UNIFI</b>
10:15 – 10:35	Introduction of Vilnius College of Technologies and Design team (Lithuania)	<b>VTDK</b>
10:35 – 10:55	Introduction of Rēzekne Academy of Technologies team (Latvia)	<b>RTA</b>
10:55 – 11:10	Introduction of PZITB (Poland)	<b>PZITB</b>
<b>Coffee Break</b>		
<b>Part 2 - project managers and teachers participating in the project from all partner institutions</b>		
11:30 – 12:00	Project overview	<b>BUT</b>
12:00 – 12:30	Intellectual Output 3 - Syllabus <ul style="list-style-type: none"> <li>- description and schedule,</li> <li>- role and tasks of all partners,</li> <li>- discussion.</li> </ul>	<b>All partners</b>
12:30 – 13:15	Intellectual Output 1 - Materials <ul style="list-style-type: none"> <li>- description and schedule,</li> <li>- role and tasks of all partners,</li> <li>- discussion.</li> </ul>	<b>All partners</b>
13:15 – 14:00	Intellectual Output 2 - Book <ul style="list-style-type: none"> <li>- description and schedule,</li> <li>- role and tasks of all partners,</li> <li>- discussion.</li> </ul>	<b>All partners</b>
<b>Coffee Break</b>		
<b>Part 3 – project managers from all partner institutions</b>		
14:30 – 14:45	Short-term joint staff training event C1 <ul style="list-style-type: none"> <li>- description,</li> <li>- discussion.</li> </ul>	<b>UCO</b>
14:45 – 15:00	Intensive programme for higher education learners C2 and Intensive programme for teaching staff C3 <ul style="list-style-type: none"> <li>- description,</li> <li>- discussion.</li> </ul>	<b>BUT</b>
15:00 – 15:30	Dissemination Events E1-3	<b>BUT, VTDK PZITB</b>
<b>End of the First day</b>		

<b>The second day of the meeting Tuesday, 8<sup>th</sup> June 2021, 9:00-12:00 (CET)</b>		
<b>Part 4 – project managers and administrative coordinators from all partner institutions</b>		
9:00 – 10:00	Management of the project: <ul style="list-style-type: none"> <li>- Budget of the project</li> <li>- Reporting</li> <li>- Documents (report template, document forms)</li> <li>- Internal project evaluation</li> </ul> Discussion part.	<b>BUT</b>
10.00 – 10:15	Communication and coordination plan between partners	<b>All partners</b>
10:15 – 10:30	Project visual identity & promotional materials according to Erasmus + rules	<b>BUT IRO</b>
<b>Coffee Break</b>		
<b>Part 5 – project managers from all partner institutions</b>		
11:00 – 12:00	Next meeting arrangements, distribution of tasks, discussion, final conclusions  Meeting Minutes' approval	<b>All partners</b>
<b>End of the meeting</b>		

**Meeting Venue: MS Teams-online, links to all parts will be sent by e-mail  
to project managers from all partner institutions**