**ROadEDucatiOn (RODEO)**

**ONLINE KICK-OFF MEETING**

March 2022 - Thursday 17th –

Time: 9.00-13.00

**AGENDA**

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| **Time** | **Issue** | **Responsibilities** |
| OPENING OF THE MEETING | | |
| 9-9.45 | **Welcome**  Greetings and introduction by University of Genova  **Introduction of participants**  5 minutes per project partner /5 slides max  description of the partner  activities | UNIGE- ITALY  SDR -ITALY  FAIP- ITALY  SDU- Denmark  UMF IASI -ROMANIA  EuroED- ROMANIA  İbrahim Özaydın MTAL - TURKEY |
| PRESENTATION OF ACTION PLAN AND AGENDA OF THE PROJECT | | |
| 9.45-10.15 | **Discussion on the objective of the Rodeo Project** | UNIGE as coordinator with participation of all |
| 10.15-10:30 | **Explanation of the project activities:**   * TPM – Transnational Project Meeting * IO - Intellectual Outputs * ME – Multiplier Events    LTTA –Learning/Teaching/Training activities | UNIGE as coordinator |
| MANAGEMENT OF THE PROJECT | | |
|  | | |
| 10:30-11.15 | **Project financial management** Bilateral agreements and payments Reminder about main approaches, tools and deadlines for financial monitoring, draft of contract  **Project progress report** Reminder about objectives, main forms, rules and deadlines for reporting | UNIGE    Administrative  Office (EMANUELA  NaN) |
| 11.15-11.30 | **Next steps of the project**  **-** minutes of the meeting, certificates of attendance, lists of participants  - deadlines and lists of main activities to be done by each partner (IO1 – IO2)  - dates for the following transnational meetings (TPM2) | All partners with main contribution of coordinator |
| QUALITY AND DISSEMINATION OF THE PROJECT | | |
| **11.30-12** | **Project Management Plan**  Discussion about the working plan and communication system (whatsApp group, google drive, etc.)  Timetable check and next deadlines | UNIGE as coordinator |
| **12-12.15** | **Quality Plan**  **Impact evaluation and monitoring.** ​Assignment of tasks and roles **Quality checks.** ​Assignment of tasks and roles **Evaluation**​. Assignment of tasks and roles | UNIGE as coordinator |
| **12.15-12.45** | **Dissemination and Communication plan**  Definition of the communication materials: website, brochure, logo, social network, newsletters, etc. - templates for data gathering | UNIGE as coordinator |
| **12.45-13** | **Open discussion and closing of the meeting** | All partners |
| END OF THE MEETING | | |