



Erasmus+

vetDIET

Health & Food



1ST TPM MINUTES

Białystok, 19/11/2019

1. Agreement signing - all partners signed the agreement with all annexes.
2. Presentation about:
 - the project path, each project partner contribution, project administrative issues: timeline, financial issues, management activities, short trainings, transnational project meetings, confirmation of visit,
 - monitoring of the project,
 - cooperation between partners.
3. Dissemination – future action to increase the impact of the experience connected with partner's discussion, the presentation of dissemination strategy.
4. Exploitation issues.
5. "To do" list:
 - sending as fast as possible scanned version of accounting notes to Perfect Project for making first financial transfer within the project,
 - preparing and uploading monthly management report for project google drive,
 - uploading partners' logos for project google drive till 29/11/2019,
 - checking and updating contact list in project google drive till 29/11/2019,
 - all partners will upload for their websites information about project with Erasmus+ and project logos till 29/11/2019,
 - once a month each partner will be uploading information about project on website and on social media,
 - PP will send, upload for project google drive and project website recruitment documents till 13/12/2019,
 - PP will send, upload for project google drive and project website report template till 13/12/2019,
 - approval of final report template by all partners till 17/01/2020,
 - presenting each partner part of work in report in 2nd TPM in Daugavpils,
 - setting training date in Vilnius during 2nd TPM in Daugavpils.
6. Setting meetings schedule in 2020.
7. All presentations and other files discussed during 1st TPM in Białystok are uploaded on project website: <https://perfect-project.eu/en/erasmus-projects/vetdiet/>

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Project Leader: Perfect Project Sp. z o.o. (Poland)

Project Partners:

Profesinio mokymo centras "Zirmunai" (Lithuania)

Daugavpils Tirdzniecibas profesionala vidusskola (Latvia)

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