



Co-funded by the Erasmus+ programme of the European Union

## **1ST TPM MINUTES**

## Białystok, 11/06/2021

## 1. Presentation about:

- the project path, each project partner contribution, project administrative issues: timeline, financial issues, management activites, short trainings, transnational project meetings, confirmation of visit,
- monitoring of the project, project risks (COVID-19)
- cooperation between partners.
- 2. Dissemination future action to increase the impact of the experience connected with partner's discussion, the presentation of dissemination strategy.
- 3. Exploitation issues.
- 4. "To do" list:
  - preparing and uploading monthly management report for project google drive,
  - uploading partners' logos for project google drive,
  - checking and updating contact list in project google drive,
  - all partners will upload for their websites information about project with Erasmus+ and project logos,
  - 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,
  - approval of final report template by all partners.
  - presenting each partner part of work in report in 2<sup>nd</sup> TPM in Baltoji Voke,
  - setting training date in Turin during 2nd TPM in Baltoji Voke.
- 5. Setting meetings schedule in 2021.
- 6. All presentations and other files discussed during 1st TPM in Bialystok are uploaded on project website: <a href="https://perfect-project.eu/en/erasmus-projects/erasmus-ka2-vet-agroplus/?preview=true">https://perfect-project.eu/en/erasmus-projects/erasmus-ka2-vet-agroplus/?preview=true</a>

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