

## FIRST PROJECT PARTNERS MEETING

# DIGITAL TUTORS

Online (in ZOOM platform), 11<sup>th</sup> November 2020

## AGENDA OF THE MEETING

**11 November 2020**

**09:00 (ES and NL) Start of the Meeting (10:00 LT)**

1		Welcome of Participants	Kedainiai VET centre (LT)
2		Adoption of the agenda and approval of project logo	eMundus (LT)
3		Presentation of each partner of the project (5 minutes each)	All partners
4		Introduction to the project context and background	eMundus (LT)
5		Presentation of the 3 Intellectual Outputs	
	5.1	Intellectual output 1: DIGITAL TUTOR role definition and competences map ○ <i>Presentation of the activities in detailed</i>	Meraki (ES)
	5.2	Intellectual output 2: DIGITAL TUTOR Evaluation System ○ <i>Presentation of the activities in detailed</i>	Meraki (ES)
	5.3	Intellectual output 3: DIGITAL TUTOR Upskilling Programme ○ <i>Presentation of the planned activities and expected results</i>	Meraki (ES)
		Intellectual output 4: DIGITAL TUTOR OER Resource Platform ○ <i>Presentation of the planned activities and expected results</i>	Meraki (ES)
6		Next deadlines and activities to do	eMundus, Meraki (ES) and all partners
7		Presentation of the Project Management Activities (PM)	eMundus (LT)
	7.1	Presentation the financial reporting of the project ○ <i>Presentation of the financial manual</i>	eMundus (LT)
	7.2	Presentation and analysis of PM1: Coordination of Activities ○ <i>In progress activities reports available online on the project web site</i> ○ <i>Schedule of Future Meetings</i>	
		Selection and approval of Project Management Group (represented by 2 members from each institution: local coordinator and assistant or 2 <sup>nd</sup> local coordinator in case of the 1 <sup>st</sup> absence)	All partners
	7.3	Presentation and analysis of PM2: Dissemination ○ <i>Presentation of the activities and templates</i>	eMundus (LT)
	7.4	Presentation and analysis of PM3: Exploitation ○ <i>Presentation of the activities and templates</i>	eMundus (LT)
	7.5	Presentation and analysis of PM4: Evaluation ○ <i>Presentation of the activities and templates</i>	Meraki (ES)
	7.6	Presentation and analysis of PM5: Impact ○ <i>Presentation of the activities and templates</i>	eMundus (LT)
8		Any Other Business	All partners
9		Meeting Evaluation	All partners

**14:00 (ES and NL) (13:00 LT) end of the Meeting Day (coffee breaks will be organized according to all partners' needs, approximately each 1,5-2 hours)**

