

InterZoo: 2nd Transnational Project Meeting

Tuesday, 24th November 2020, 01:00 GMT

Virtual Microsoft Teams Meeting

AGENDA

The agenda provided below is intended to be a general guide in preparing for the meeting. Meeting participants are urged to come prepared and join the meeting in time to ensure that matters required to be completed during the meeting are covered despite the strictness of timings. The meeting will be recorded via Microsoft Stream and the recording will be shared with Project Partners & Associate Partners following the meeting.

1. **1:00-1:15pm** Welcome & housekeeping (*Pier Attilio Accorsi*)
2. **1:15-2:00pm** Introduction to *Almamater Studiorum* and DIMEVET (*Diego Bucci*)
3. **2:00-2:30pm** Project visual identity (*Stefano Vaglio*)
 - a. Project logo & letterhead template
 - b. Project website
4. **2:30-3:00pm** Budget management (*Liz Fleethman & Stefano Vaglio*)
 - a. A proposal for the transfer of unused budget
5. **3:00-3:30pm** Administrative arrangements (*Amy Hughes & Liz Fleetham*)
 - a. Paperwork & monitoring
 - b. End of Reporting Period 2 procedures & next deadlines
 - c. Q&A session
6. **3:30pm-4:00pm** Wrap-up & next steps (*Stefano Vaglio & Pier Attilio Accorsi*)
 - a. Discussion of 3rd Project Meeting & Training Event, agreeing of actions
 - b. Closing remarks & formal end of meeting

