

InterZoo: 3rd Transnational Project Meeting

Wednesday, 10th March 2021, 09:00 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. **9:00-9:15am** Welcome & housekeeping (*Stefano Vaglio*)
2. **9:15-10:00am** Introduction to Twycross Zoo (*Lisa Gillespie*)
3. **10:00-10:30am** Project visual identity (*Stefano Vaglio*)
 - a. Project logo & letterhead template
 - b. Project website
 - c. Dissemination lead for each partner
4. **10:30-11:00am** Management arrangements (*Liz Fleetham & Stefano Vaglio*)
 - a. Interim Report submission
 - b. Further transfer of unused budget
5. **11:00-11:30am** Administrative arrangements (*Amy Hughes & Liz Fleetham*)
 - a. Paperwork & monitoring
 - b. Next deadlines
 - c. Q&A session
6. **11:30am-12:00pm** Wrap-up & next steps (*Stefano Vaglio*)
 - a. Discussion of 4th Project Meeting & Training Event, agreeing of actions
 - b. Closing remarks & formal end of meeting

