

InterZoo: Kick-off Meeting

Wednesday, 16th September 2020, 09:00 GMT+1

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. **9.00am** Welcome & housekeeping (*Stefano Vaglio*)
2. **9:15-9:30am** Introduction to the project (*Chris Young*)
 - a. Overview, aims & structure
3. **9:30-10am** Partner introductions (*all partner representatives*)
 - a. Institutional/Personnel
4. **10-10:30am** Project visual identity (*Stefano Vaglio, Daniel Georgiev & Mohammed Rizwan*)
 - a. Project logo & letterhead template
 - b. Project website
5. **10:30-11am** Administrative arrangements (*Amy Hughes & Liz Fleetham*)
 - a. Paperwork & monitoring
 - b. Q&A session
6. **11-11:30am** Post COVID-19 changes in Erasmus+ regulations (*Liz Fleetham & David Sweeney*)
 - a. New rules & restrictions
 - b. Consequences for project budget
 - c. Q&A session
7. **11:30-12pm** Wrap-up & next steps (*Stefano Vaglio, Chris Young & Liz Fleetham*)
 - a. Discussion of 2nd Project Meeting & Training Event, agreeing of actions
 - b. End of Reporting Period 2 procedures
 - c. Closing remarks & formal end of meeting

