

## InterZooMaster: Kick-Off Meeting

Thursday, 7<sup>th</sup> December 2023, 9:00am BST  
Hybrid Meeting – University of Wolverhampton & Microsoft Teams

## 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 & Advisory Board Members following the meeting.

**Thursday 7<sup>th</sup> December** @ [City Campus](#) – Room MI316

1. **9:00-9:15am** Coffee, welcome & housekeeping (*Stefano Vaglio & Chris Young*)
2. **9:15-9:30am** Introduction to the University of Wolverhampton (*Ruth Shiner*)
3. **9:30-10:30am** Partner introductions (*all partner representatives*)
  - a. Institutional/Personnel
4. **10:30-10:45am** *Coffee break*
5. **10:45am-12:00pm** Introduction to the InterZooMaster project (*Stefano Vaglio*)
  - a. From Erasmus+ to EMJM via EMDM
  - b. Project overview, aims, structure & expected outputs
  - c. Project visual identity & communication
  - d. Q/A session

**12:00-2:00pm** Light lunch & Tour of the campus

6. **2:00-2:30pm** Admin & management arrangements (*Liz Fleetham & Keeley Craig*)
  - a. Paperwork & finances
  - b. Management & monitoring
  - c. Q/A session



7. **2:30-4:00pm** Project planning (*Chris Young*)
  - a. Expected outputs after EMDM project end
  - b. Outline of future training course/modules & models of delivery
  - c. Project process, timings & personnel
  - d. Institutional priorities & timings
  - e. Q/A session
8. **4:00-4:30pm** *Coffee break*
9. **4:30-5:00pm** Wrap-up & next steps (*Stefano Vaglio & Chris Young*)
  - a. Discussion of 2<sup>nd</sup> Transnational Project Meeting
  - b. Agreeing of actions
  - c. Closing remarks & formal end of meeting

## [The Inn at Shipley](#)

**7:00pm** Social dinner



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