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Bringing Opportunities and Organizational Success To Small Local Universities in Ukraine

Quality of BOOST project implementation meeting agenda

(Hybrid Meeting with Zoom mode)

21 November 2023

14 November, 2023 Hybrid Meeting	
Zoom https://us04web.zoom.us/j/9439984955?pwd=d2NhUUVXYi85S3dQVW10SXVWMnYwUT09 <u>(the same link for all online events for the whole project)</u>	
13:00-13:05	Welcome words, start of the meeting.
13.05-13.10	Appoint responsible person for the memo based on the results of the meeting.
13.10-13:20	The concept of project implementation quality based on Erasmus+ normative documents <i>(led by BOOST Coordinator, Poltava National Pedagogical University, WP 5 leader)</i> .
13.20-13:35	Quality of project implementation: indicators according to the grant agreement <i>(led by Poltava National Pedagogical University, WP 5 leader)</i>
13.35-13:50	Quality of communication between members of the project group <i>(led by BOOST Coordinator, Poltava National Pedagogical University, WP 5 leader)</i>
14.00-14.20	Quality of use of finances within the project <i>((led by the University of Tartu, BOOST Coordinator)</i>
14:20-14:40	Financial issues, interpretation of the concept of "eligible costs" and "non-eligible costs" and the preparation of financial documents and travel reports. What expenses are covered by the project during the trip. <i>(led by the University of Tartu, BOOST Coordinator)</i>
14:40-15:00	Equipment procurement plans and procurement strategy development <i>(led by National Coordinator)</i>
15.00-15.20	Dissemination of the project results <i>(led by Melitopol State Pedagogical University, WP leader)</i>
15:20-15:40	Acquaintance and discussion of the project website and the project page in FB <i>(led by Melitopol State Pedagogical University, WP leader, all partners)</i>

15:40-15:45	Project pages on university websites (<i>All partners</i>)
15.45:16:30	Other issues to discuss. Meeting summary (<i>All partners</i>)