





## 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

 $\underline{https://us04web.zoom.us/j/9439984955?pwd} = \underline{d2NhcUVXYi85S3dQVW10SXVWMnYwUT09}$ 

(the same link for all online events for the whole project)

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 (led by Poltava National Pedagogical University, WP 5 leader)
13.35-13:50	Quality of communication between members of the project group (led by BOOST Coordinator, Poltava National Pedagogical University, WP 5 leader)
14.00-14.20	Quality of use of finances within the project ((led by the University of Tartu, BOOST Coordinator)
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. (led by the University of Tartu, BOOST Coordinator)
14:40-15:00	Equipment procurement plans and procurement strategy development (led by National Coordinator)
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(led by Melitopol State Pedagogical University, WP leader, all partners)

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