



AGENDA for 1st TRANSNATIONAL PROJECT MANAGEMENT MEETING

Organized and held in: University POLITEHNICA of Bucharest, ROMANIA

Place: Faculty of Entrepreneurship, Business Engineering and Management

Address: Splaiul Independentei street, no. 313, district 6, Bucharest, Central Library Building – room 3.2, 3rd floor

Date: 14 December 2017

DOCUMENTS linked with TPM:

- Agenda
 - Participation list signed by each participant
 - Declaration relationship transnational project meetings
 - Certificate of attendance transnational project meetings
 - Feedback meeting document
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SUMMARY AGENDA:

1. Project Objectives, Activities and Results

- 1.1 Partners and Objective of the project
- 1.2 Project Management and Implementation / PMI (A)
- 1.3 Intellectual Outputs (On)
- 1.4 Project participants
- 1.5 Multiplier Events (E)
- 1.6 Training Activities (C)

2. Project Documents

3. Next step

1. Project Objectives, Activities and Results

- 1.1 Partners and Objective of the project
 - Partner presentation with identification, history, results and abilities.
 - Presenting the purpose and objectives of the project.
 - Discussions how the purpose and objectives set in the project will be implemented
- 1.2 Project Management and Implementation / PMI (A)
 - Presentation of the activities carried out in the project for the management activity.
 - Presentation of documents needed for hiring people in project.
 - 1. The decision for an appointment the local project team
 - 1. Job description
 - 2. Employment Agreement Amendment
 - 3. Agreement to Complete a Job
 - Focusing on the plans to create and sustain the quality of the activities and the results with the editing of the Quality Assurance Manual -QAM (sent before meeting start in *Project Highlighters Details KA203-2017-037145.docx*).
 - 1. Operational plan
 - 2. Detailed plan for technical resource



3. Dissemination plan (define dissemination channel)
4. Monitoring and progress reporting plan
5. Self-evaluating plan

- Presenting documents for monthly reporting and how will be filling out
- Presentation of base documents structure for working in the project and communication for future developing them.

1. Project Proposal KA203-2017-037145_Approved.docx
2. Project Framework Activities KA203-2017-037145.docx
3. Project Highlighters Details KA203-2017-037145.docx
4. Budget Partner (doc for each partner).xlsx
5. Project Indicators_Px_KA203-2017-037145.docx

1.3 Intellectual Outputs (On)

- Presentation, explication and discussion about operational project objectives (O1-O4)
- Allocation of responsibilities for performance, communication and quality of results
- Discussions about quality elements in operations objectives and implementing them in QAM

1.4 Project participants

- Presentation, explication and discussion about participants (type, number, domain, finding)
- Discussions about quality elements using at choosing participants and implementing them in QAM

1.5 Multiplier Events (E)

- Presentation, explication and discussion about multiplication events
- Discussions about quality elements using at designing and implementing and implementing them in QAM

1.6 Training Activities (C)

- Presentation, explication and discussion about training activities
- Discussions on the quality elements used in the design, implementation and selection of participants as well as their implementation in QAM

2. Project Documents

- Listing and presenting all documents for:
 - Grant agreement and first payment rules.
 - Hiring project local members
 - Operating project
 - Monthly reports doc.

3. Next step

- Finalizing documents for employments
- Presentation of the activities carried out in project the next three months for the management activity.