



Erasmus+ SociALL Making social care technologies accessible to all

--- Kick-off meeting agenda ---

Date: Friday, 1st December 2022; 09.00-16.30 CET

Venue: [Mezi Domy Café and Community Centre](#)
Křejského 1502/8, Prague 11, Czech Republic

Contact: Jan Schneider: +420 777 338 359

Participating organisations

- Social Services Prague 11 JMSOC, Czech Republic
- Medicalscan, Slovakia
- Åpenhet, Norway
- NOWA, Austria

Agenda



Time	Agenda item	Responsible partner
09.00-09.15	<p style="text-align: center;">Welcome note</p> <ul style="list-style-type: none"> ● Welcoming note by Social Services Prague 11 JMSOC ● Logistics of the meeting (venue, lunch break) ● Introduction of the agenda ● Amendment of the agenda, per needs 	JMSOC
09.15-10.15	<p style="text-align: center;">Partnership presentation (10 min/partner)</p> <ul style="list-style-type: none"> ● Brief presentation of JMSOC (profile, main activities, project expectations); PPT prepared by JMSOC as coordinator ● Brief presentation of each of the partner organisations (profile, main activities, project expectations); PPT prepared by each partner 	All partners
10.15-10.30	Coffee break	All partners
10.30-12.00	<p style="text-align: center;">WP1 Project Management and Implementation I</p> <ul style="list-style-type: none"> ● Partnership Agreements, Grant Agreement conditions ● Budget allocations, budget transfers, payment dates ● Use of templates, tools for communication and coordination (Google Drive, emails, regular meetings) 	All partners
12.00-13.00	Lunch break	All partners
13.00-14.30	<p style="text-align: center;">WP1 Project Management and Implementation II</p> <ul style="list-style-type: none"> ● Overview of project (key documents, deadlines) ● Overview of Work Packages ● Development and delivery of WP1 horizontal activities: Dissemination; Quality and Evaluation; Design & Aesthetics & implementation 	JMSOC
14.30-14.45	Coffee break	All partners
14.45-15.45	<p style="text-align: center;">WP2. Assessment of upskilling needs & Dissemination I</p> <ul style="list-style-type: none"> ● WP2 timeline and upcoming internal deadlines ● WP2 distribution of tasks, methodological framework ● WP2 templates and onset of development ● WP2 expected results and their delivery time 	All partners
15.45-16.00	Meeting closure	JMSOC



	<ul style="list-style-type: none">• Distribution of attendance certificates• Signing of the attendance list• Concluding remarks• Vacating the conference room	
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