**Second Project Partners Meeting**

Jelgava (LV), 10 – 11 July 2017

**Agenda of the Meeting**

**Timetable of Monday, 10 July 2017**

**9:00 Start of the Meeting**

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| 1 |  | Welcome of Participants | LLU |
| 2 |  | Adoption of the agenda | Pixel |
| 3 |  | Preparatory Activities:   * *Current situation on the Involvement of project participants* | Pixel |

**11:15 – 11:30 Coffee Break**

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| 4 |  | Presentation of the 3 Intellectual Outputs of the IWB-Labs Project |  |
|  | 4.1 | Intellectual output 1: Repository of E-learning Video Lessons and Interviews   * *Presentation of success stories and video lessons* | All partners |

**13:00 – 14:00 Lunch**

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|  | 4.2 | Intellectual output 2: Guidelines for the Organization of International Placement   * *Presentation of the templates to carry out the activities* | CEOE ARAGÓN , ITS Teramo, Pixel |
|  | 4.3 | Intellectual output 3: Platform for Virtual Internship   * *Presentation of the planned activities and expected results* | ITS Teramo, Pixel |

**16:00 – 16:15 Coffee Break**

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| 5 |  | Presentation of the project’s events |  |
|  | 5.1 | Multiplayer events (ME)   * *Focus group at national level* * *Final conference in Teramo* | Pixel |
|  | 5.2 | Training Activity (TA) in Teramo   * *Presentation of the ECVET methodology and training contents* | Pixel, ITS Teramo |

1. **17:00 End of 1st Meeting Day**
2. **Timetable of Tuesday 11 July 2017**

**9:00 Start of the Meeting**

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| 6 |  | Presentation of the Project Management Activities |  |
|  | 6.1 | Presentation and analysis of PM1: Coordination of Activities   * *Current situation* | Pixel |
|  | 6.2 | Presentation the financial reporting of the project   * *Presentation of the financial manual (PM1.E)* | Pixel |
|  | 6.3 | Presentation and analysis of PM2: Dissemination   * Current Situation | Pixel |
|  | 6.4 | Presentation and analysis of PM3: Exploitation   * Presentation of exploitation links and associated partners involved so far | All partners |

**11:00 – 11:15 Coffee Break**

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|  | 6.5 | Presentation and analysis of PM4: Evaluation   * *Presentation of the quality plan* | Pixel |
| 7 |  | Schedule of Future Meetings | All partners |
| 8 |  | Any Other Business | All partners |
| 9 |  | Meeting and project Evaluation | All partners |