

## LOGGED-ON – Project Meeting Agenda 26<sup>th</sup> to 27<sup>th</sup> of October 2015

First project meeting (kick-off) in Haugesund, Norway

Date	Time	Activity	Partner responsible
Sunday 25		Travel day Pick-up from airport (HAU) and transport to hotel	P1
	20:00	Dinner at Brasserie Brakstad	P1
Monday 26	09:00	Pick-up at hotel, travel to Haugaland Upper Secondary school	P1
	09:15	Welcome to Haugesund and Haugaland vgs	P1
	09:30-12:00	<b>Working session 1: Coffee break 10:30-10:45</b> Agenda and instructions, introductions - Meeting chair - Minutes - Meeting objectives	P1 P2 P1
		Brief overview of LOGGED-ON project, aims & objectives	P1
		Introduction of each partner institution and external evaluators/advisors.	P1-P5
	12:00	Lunch and tour of Haugaland vgs	P1
	13:30-16:00	<b>Working session 2: Coffee break 14:30-15:00</b> Project management and coordination to start month 1 - Proposed partner meeting plan – to start month 1 - Common understanding of the objectives/outputs - Communication between partners - Management platform (itslearning, Moodle, Edmodo or Basecamp) - Public Website ( <a href="http://www.loggedon.eu">www.loggedon.eu</a> )	P1 P1 P1 P4 P1
	16:00	Return to hotel	P1
	17:00	Transport to Nordvegen Viking centre and old church	P1
	18:30	Dinner (depart for hotel 20:30)	P1

Date	Time	Activity	Partner responsible
Tuesday 27	09:00	Pick-up at hotel, travel to Haugaland Upper Secondary school	P1
	09:15-12:00	Working session 3: Coffee break 10:30-10:45	
		Research and development to start in month 2	P5
		Quality plan to start in month 1	P3
		Dissemination to start in month 1	P1-P5
	12:00	Lunch	
	13:00-16:00	Working session 4: Coffee break 14:30-15:00	
		Project management and coordination to start month 1 - EU grant agreements / project reporting / administrative matters	P1
		- Reduction of activities as consequence of budget reduction - Budget distribution and financial matters	P1 P1
		WHAT needs to be done? WHEN? By WHOM?	P1-P5
	Evaluation of project meeting	P3	
	16:00	Return to hotel	P1
	18:00	Bus to Skudeneshavn & old fishing village	P1
	19:30	Farewell dinner in Bytunet, old town (Depart for hotel 21:00)	P1
Wednesday 28		Return travel day Transport from hotel to airport (HAU)	P1

Key:	Institution:	Contact person:
P1 – Norway	Haugaland vgs	Tim Golding
P2 – Ireland	Ennis Community College	John Cooke
P3 – Italy	Scuola Ladina di Fassa	Mattea Eccher
P4 – Spain	Institut CAL-LÍPOLIS	Alejandro H. Brull
P5 – England	Kendal College	Richard Evans