

## AGENDA

### TRANSNATIONAL PROJECT MEETING

“Connect Life with Sports”

TÜRKİYE 26 – 27 MARCH 2023

PLACE OF MEETING: Düzce Ticaret ve Sanayi Odası Toplantı Salonu

#### DAY 1

Time	Topic	Responsible Partner
1st Session		
10:00 – 10:15	Welcome, meeting information and logistics	DIMEM
10:15 – 10:30	Warm-Up / Ice-Breaker	DIMEM
10:30 – 11:00	Short Introduction of Participating Organisations	All Partners
11:00 – 12:30	Brief on the current status of contract with NA and partner contracts. Structure of payments. Approved project, partner budgets. Gantt-chart. C1 training activity. Project meetings. Multipliers. Reporting requirements. Staff/trainees contracts. Timesheets. Exceptional costs management & invoices. Budget transfers. Reporting frequency.	DTH
12:30 – 13:30	Lunch	
2nd Session		
13:30 – 14:00	Cloud Storage Accounts Horizontal activities: dissemination (partner input, plan, records), quality management (plan), evaluations. Project logo (decision), website concept (approval).	DTH
14:00 – 14:15	Admin contacts and methodological lead, responsibilities	DTH
14:15 – 14:45	Mobility Planning	DTH
14:45 – 15:00	Coffee – Tea break	
15:00 – 15:30	Q&A	All Partners
15:30 – 16:00	Konuralp Culture tour	All Partners

## DAY 2

Time	Topic	Responsible Partner
1st Session		
09:00 – 09:30	Evaluation of the First Day	DIMEM
09:30 – 10:15	Full project presentation. Objectives, and planned results. Ganttchart and dependencies. C1 training activity. Multipliers.	DTH
10:15 – 10:30	Coffee – Tea break	
2nd Session		
10:30 – 11:30	Critical paths. Key milestones. Risk assessment and risk management	DTH
11:30 – 12:00	Planning What To Do Until Next Mobility	All Partners
12:00 – 12:30	Q&A	
12:30 -14:00	Lunch	
14:00 – 15:00	Visiting IZLE rehabilitation center	All Partners
15:00 -16:15	Visiting Düzce University	All Partners