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WORK AGENDA 06 December 2019		
Project Identification:	<i>Prefconstruction</i> <i>Agreement n°2018-1-PL01-KA202-050623</i>	
Type of meeting:	Fourth Transnational Project Meeting in Liepaja	
Meeting place:	PIKC "Liepajas Valsts tehnikums" (LVT) Ventspils 51, LV 3405 Liepaja, Latvia	
Attendants:	Regional Competence Centre in Bialystok (RCC) Klaipedos Ernesto Galvanausko Profesinio Mokymo Centras (KEGPMC) PIKC "Liepajas Valsts tehnikums" (LVT)	
Time Schedule	Agenda topics	Participants
9.00-9.15	Welcome to all the partners.	Lead: KEGPMC
9.15-11.00	Program of the course – draft version pilot course - "Running and implementing construction of houses implemented in the wooden frame technology": <ul style="list-style-type: none">- Technical and assembly requirements for wooden construction - Exercises in Danwood.- Prefabrication of houses in wooden skeleton technology. Exercises on buildings.- Renewable energy sources in skeletal construction. Case study.	Lead: RCC Support: KEGPMC, LVT
11.30-12.30	Organizational issues related to the implementation of the practical course (analiza transport, accommodation, food).	Lead: RCC Support: All
12.30-13.00	Coffee break, networking discussion.	
13.00-14.00	Presentation of the costs of the practical course in Bialystok in January 2020	Lead: RCC Support: All
14.00-14.30	Disemination: Disemination of project activities during meetings with teachers and entrepreneurs participating in the project.	Lead: RCC Support: All



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14.30-15.00	Prefconstruction project administrative issues: - collect original documents: accounting notes and management reports - timeline and financial issues, - management activities, reports; - accounting notes; - transnational project meetings, confirmation of visit; - monitoring of the project; - cooperation between partners.	Lead: RCC Support: All
15.00 -15.30	Conclusion of the meeting – next steps of the project, preparing „to do“ list, Lunch, networking discussion.	
15.30-16.00	<i>Discussion with group tutor</i>	