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WORK AGENDA 10-OCTOBER 2019		
Project Identification:	<i>Prefconstruction</i> <i>Agreement n°2018-1-PL01-KA202-050623</i>	
Type of meeting:	Third 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
10.00-10.15	Welcome to all the partners.	Lead: RCC
10.15-10.45	Discussing the conclusions of the diagnosis. Final conclusions by the Lithuanian partner (KEGPMC - max.10 points) from the diagnosis. Analysis of recruitment of project participants. Prepare a list of recruited teachers participating in the project	Lead: KEGPMC Support: All
10.45-12.30	The date of the theoretical and practical course in Bialystok. Program of the course – draft version pilot course – “Running and implementing construction of houses implemented in the wooden frame technology” Organizational issues related to the implementation of the practical course (transport, accommodation, food).	Lead: RCC Support: All
12.30-13.00	Coffee break, networking discussion.	
13.00-13.30	<i>Prefconstruction</i> 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;	Lead: RCC Support: All



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	- monitoring of the project; - cooperation between partners.	
13.30-14.00	Dissemination: Dissemination of project activities during meetings with teachers entrepreneurs participating in the project.	Lead: RCC Support: All
14.00-14.15	Conclusion of the meeting – next steps of the project, preparing „to do“ list, dates of the meetings 2019.	Lead: RCC Support: All
14.15-15.00	Lunch, networking discussion.	
15.00-15.30	<i>Discussion with group tutor</i>	