



## AGENDA OF KICK-OFF MEETING 21-22 June 2021

*Holistic approach towards problem-based ICT education based on international cooperation in pandemic conditions*  
nr 2020-1-PL01-KA226-HE-096196

Faculty of Electrical Engineering, Bialystok, Wiejska 45D, room 007

**The first day of the meeting, Monday, 21st June 2021, 10:30-15:10 (CET)**

<b>Part 1 – project managers and teachers participating in the project from all partner institutions</b>		
10.30 – 10:40	Welcome speech by the Dean of Faculty of Electrical Engineering	<b>BUT</b>
10:40 – 10:55	Introduction of Bialystok University of Technology team by the ICT_EDUPAND project coordinator Jaroslaw Makal (Poland)	<b>BUT</b>
10:55 – 11:10	Introduction of University of Nis team (Serbia)	<b>UNI</b>
11:10 – 11:25	Introduction of University of Trondheim team (Norway)	<b>UNTN</b>
11:25 – 11:40	Introduction of University of Ruse team (Bulgaria)	<b>UR</b>
Coffee Break		
<b>Part 2 - project managers and teachers participating in the project from all partner institutions</b>		
12:00 – 12:15	Project overview	<b>BUT</b>
12:15 – 12:55	Intellectual Output 4 - Textbooks suitable for distance learning in pandemic conditions - description and schedule, - role and tasks of all partners, - discussion.	<b>UNI + all partners</b>
12:55 – 13:35	Intellectual Output 1 - Digital resources for teacher training - description and schedule, - role and tasks of all partners, - discussion.	<b>NTNU + all partners</b>
13:35 – 14:10	Intellectual Output 2 - Digital resources in educating teachers - description and schedule, - role and tasks of all partners, - discussion.	<b>BUT + all partners</b>
14:10 – 14.55	Intellectual Output 3 – Digital teaching resources in selected areas of ICT - description and schedule, - role and tasks of all partners, - discussion.	<b>UR + all partners</b>
Coffee Break		
<b>Part 3 – project managers from all partner institutions</b>		
15:05 – 15:15	Summary of first day activities; Necessary information to be completed	<b>All partners</b>

**End of the First day**



**The second day of the meeting, Tuesday, 22nd June 2021, 9:00-14:00  
(CET)**

Faculty of Electrical Engineering, Bialystok, Wiejska 45D, room 007

**Part 4 – project managers and administrative coordinators from all partner institutions**

9:00 – 11:00	Management of the project: - Budget of the project - Reporting - Documents (report template, document forms) - Internal project evaluation Discussion part.	<b>BUT IRO</b>
11.00 – 11:45	Communication and coordination plan between partners	<b>All partners</b>
11:45 – 12:15	Project visual identity & promotional materials according to Erasmus + rules	<b>BUT IRO</b>
Coffee Break		
<b>Part 5 – project managers from all partner institutions</b>		
12:30 – 14:00	Next meeting arrangements, distribution of tasks, discussion, final conclusions Meeting Minutes' approval	<b>All partners</b>

**End of the meeting**