

## KA2 PROJECT – Raising the digital literacy of professionals to address inequalities and exclusion of LGBTQI community (RAINBO)

24<sup>th</sup> of June 2021: Pre-Kick-off Meeting Via Zoom (10am UK Time)

### Minutes of Meeting and Actions

#### Apologies:

Novel Group

#### Attendees:


Mike Tan (MT): CCW Training Academy  
 Harri Shuffley (HS): CCW Training Academy  
 Roy Edwards (RE): CCW Training Academy  
 Joana Silva (JS): SPEL  
 Rita: SPEL  
 Viktoria Topalidi (VT): AKMI  
 Peter Dankmeijer (PD): GALE  
 Vassia Karkantzou (VK): HIP and Symplexis

**Time of Zoom Meeting: (10:00 am – 10:45 am)**

Description	To be action by:
<p><b>Welcome</b>            CCW welcomed the meeting, everyone spoke to introduce themselves and a small bit about their organisations and what they do.</p>	All
<p><b>Kick-off Meeting</b>            As a result of the COVID-19 pandemic it was discussed and agreed that the 1<sup>st</sup> Transnational Meeting (TM), should push back to sometime in September 2021. This will also give the partnership an opportunity to discuss the outcome of IO1 and agree the final draft. It was suggested that AKMI should liaise with all partners to decide upon a suitable date for the TM in September 2021, (i.e. SPEL to suggest a date in before end of July 2021.</p>	AKMI / All
<p><b>Project Start</b>            It was decided that the project should begin next week (Week commencing 28<sup>th</sup> of June). All partners can make a page on their websites about the project and start a social media post to show the project is underway. The official launch can be next week (i.e. 30<sup>th</sup> June 2021). CCW shall produce a MS Project chart for the life-cycle of the project, and would suggest that it will be updated on a quarterly basis.</p>	All/CCW
<p><b>Partner Agreements</b>            CCW will create and send partner agreements to all partners which will need to be signed, scanned and sent back to CCW (ASAP), ideally before you start any work.</p>	CCW / All
<b>Communication and Storage</b>	

<p>Discussion on the type of communication platform was discussed. It was agreed that SPEL will send details of a communication platform to all partners. The programme is called "SLACK", this will be used for all relevant communication for the RAINBO project.</p> <p>CCW will create a Google Drive which documents related to RAINBO can be stored and will be used in tandem with SLACK.</p>	<p>SPEL / CCW / All</p>
<p><b>Social Media</b> CCW will create a Twitter and a Facebook page for the RAINBO project, once completed the URLs will be sent to the partners so that they can promote them.</p>	<p>CCW / All</p>
<p><b>Any other business:</b> No other business</p>	
<p><b>Next meeting date will be circulated ASAP (i.e. to be agreed).</b></p>	<p>CCW/All</p>

Prepared by: Harri Shuffley (24 of June 2021)

Checked by: Mike Tan (  ): 25<sup>th</sup> June 2021