

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

30th July 2021: Pre-Kick-off Meeting Via Zoom (10am UK Time)

Minutes of Meeting and Actions

Apologies received from:

Ester Kalogeroudi (EK): Novel Group
Sotiris Themistokleous (ST): HIP

Attendees:

Mike Tan (MT): CCW Training Academy
Lloyd Tan (LT): CCW Training Academy
Joana Silva (JS): SPEL
Peter Dankmeijer (PD): GALE
Thanos Theofilopoulos (TT): Symplexis
Georgios Alexopoulos (GA): Symplexis
Polytimi Mountanea (PM): AKMI

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

Description	To be action by:	Comment
<p>Welcome CCW welcomed the progress meeting, and updated on project. Went through the actions of previous meeting and comments.</p>	All	No action required
<p>Kick-off Meeting As a result of the COVID-19 pandemic it was discussed and agreed that the 1st 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>	None	No action required
<p>Project Start It was decided that the project should begin next week (Week commencing 28th 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. 30th 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	No action required

<p>Partner Agreements and Bank Details 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	Done
<p>Communication and Storage 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. CCW will create a Google Drive which documents related to RAINBO can be stored and will be used in tandem with SLACK.</p>	SPEL / CCW / All	Done
<p>Social Media 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>	CCW / All	Up date by all partners
<p>Any other business: No other business (IO1 – Need Analyses Template...)</p>	Symplex & GALE	To be send out by 6/8/21
<p>Next meeting date will be circulated ASAP (i.e. to be agreed).</p>	CCW/All via e-mail.	Agreed on the 15th (10am UK time), September 2021

Prepared by: Lloyd Tan (5th of August 2021)

Checked by: Mike Tan (*Mike Tan*): 5th of August 2021