

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

7th of July 2021: Meeting Via Zoom (10am UK Time)

Minutes of Meeting and Actions

Attendees:

Mike Tan (MT): CCW Training Academy
 Harri Shuffley (HS): CCW Training Academy
 Roy Edwards (RE): CCW Training Academy
 Irem Urgen (IU): CCW Training Academy
 Joana Silva (JS): SPEL
 Rita Ferreira (RF): SPEL
 Ester Kalogeroudi (EK): Novel Group
 Viktoria Topalidi (VT): AKMI
 Peter Dankmeijer (PD): GALE
 Thanos Theofilopoulos (TT): Symplexis
 Sotiris Themistokleous (ST): HIP

Time of Zoom Meeting: (10:00 am – 12:00 noon)

Description	To be action by:
Welcome CCW welcomed the meeting, everyone spoke to introduce themselves and a small bit about their organisations and what they do. They presented their organisations and current COVID climate of their country.	All
Slack The partnership will be using Slack (Also occasionally emails) to contact each other. Everyone should join the slack channel that has been created -> https://join.slack.com/t/rainbogrupa/shared_invite/zt-s5x60p0z-QRi3NLM5W1rp9bgJA6MXSg	All
Google Drive CCW will create a Google Drive which will be shared amongst the partnership for this project.	CCW / All
Transnational Meeting The transnational meeting to be held in Greece in September 2021 has now been delayed due to COVID-19. This will now be rearranged and discussed at the next meeting. It was suggested to create a COVID folder so that all partners can upload the latest information of their country relating to the situation of COVID-19 and travel permission.	AKMI / All
Bank Details All organisation should ensure their bank details are sent to CCW so that payment can be made. This can be done using a Bank Details Form which should have been sent to all partners by CCW (Using the Standard Erasmus Bank Details Form).	All

<p>Intellectual Output 1</p> <p>IO1 was presented by Symplexis, the lead for IO1.</p> <p>A survey template should be prepared for Desk top research of the Needs Analysis.</p> <p>GALE suggested planning the Needs Analysis to take place towards the end of August, it was discussed that the 10th of August would be a good date.</p> <p>Symplexis should clarify what all partners should be looking for in the research, the questions that should be asked etc.... during the survey so that all data received is standardised. The survey/interviews should be no longer than 10 minutes.</p> <p>Questions should be specific to ensure the information gathered is what's needed for the project.</p> <p>It was discussed that the questions for the survey should be taken from the objective of IO1.</p> <p>Location will be important; it was said that it is best to gain information locally.</p> <p>It was suggested that in the survey there should be an "add your email if you want to be contacted about future..." instead of it being a requirement to have an email due to the nature of the clientele of this project.</p> <p>It is suggested that the participants should be asked to join FB + other project social media etc.</p> <p>There should be 1 document per organisation for the interviews. The option presented were: a 2 focus groups interview or 20 interviews conducted per organisation was deemed to many.</p> <p>Notes should be made of the interview or some form of recording to ensure evidence of the interviews are taken. A signature if possible is also acceptable.</p>	<p>Symplexis /All</p>
<p>Transnational Meeting No:3</p> <p>The Microsoft Project should be changed so that TM3 is before of the Multiplier Event.</p>	
<p>Any other business: No other business</p>	
<p>Next update meeting date will be on the 30th of July 2021, 10:00AM UK Time – Through Zoom</p>	<p>CCW/All</p>

Prepared by: Harri Shuffley (9th of July 2021)

Checked by: Mike Tan (9/7/21)