

INTERREG V-A LATVIA - LITHUANIA PROGRAMME 2014-2020

Project Number: LLI-143

Project Title: Ready for Business / ReforB

*The 2nd Management & Project and Steering group
Meeting Agenda*

Date: 19 October, 2017

Location: Latvia University of Agriculture, Faculty of Economics and Social Development, Svetes str 18, Jelgava

The goal of the meeting is to discuss assigned tasks of the Project and progress of the 1st Reporting period, as well as goals, tasks, milestones and deadlines of the 2nd project Reporting period.

9.30 – 10.00	Registration, Welcome coffee	
10.00 – 10.10	Opening the meeting and introduction with agenda <i>Natalja Sterhova, Lead Partner, LUA, Project manager</i> <i>Andra Zvirbule, Lead Partner, LUA, Researcher</i>	
10.10-10.45	Presentation of project management and implementation activities in the 1 st Project Reporting period/ <i>Natalja Sterhova, Silva Vītola, LP</i>	
10.45-11.15	Presentation of project communication activity in the 1st Project Reporting period / <i>Andra Zvirbule, LP</i>	
11.15-12.00	Partners' presentations of Output 1: "Business simulation games" and Output 2: "Be involved" seminars" results and achievements / <i>All partners, 10 minutes for each</i>	
12.00-12.15	Discussions	
12.15-13.00	Lunch	
13.00-14.00	Presentation of work in the 2 nd Project Reporting period. Discussions / <i>Natalja Sterhova, LP</i>	Steering group Meeting and discussion of the main progress of the project. <i>Signing of a protocol.</i> <i>Roma Stubrienė, Klaipeda Science and Technology Park</i>
14.00-14.45	Summary and appointment of time schedule.	
14.45-15.15	Final discussions, closing the meeting	
15.15-16.00	Coffee	