

# Minutes

TPM 2,3,4: 1 participant per partner 2 from Vione  
Too early to decide for the 2nd TPM if it's going to be virtual

Invoice from IST for the ME support

The first payment will be made after the Progress Report (deadline for submission in August and the payment in September). One month before all the requested documents sent by all partners.

IO1

1 Activity

Mapping the competences.

1<sup>st</sup> draft of the questionnaire December 11, 2020

Feedback until 18<sup>th</sup> of December 2020

15 answers per partner; target groups: women entrepreneurs

Time to collect the answers: January, 31<sup>th</sup>

2 Activity

All by the end of February

14<sup>th</sup> of February all the material sent to partners

21<sup>th</sup> of February partners' feedback

7<sup>th</sup> of March all uploaded on Google Drive

Internal testing till 26<sup>th</sup> of April

End of June all materials to be translated in partner's language

3 Activity

the development starts in November

One questionnaire with three topics

- The Into Actions
- Ressources
- Ideas and Opportunities

All by the end of February

- 14<sup>th</sup> of February all the material sent to partners
- 21<sup>th</sup> of February feedback
- 7<sup>th</sup> of March all uploaded on Google Drive
- End of June all materials to be translated in partner's language

31 of March development tool

DomSpain: Interactive tool

Format: 1<sup>st</sup> March

Upload: 15<sup>th</sup> of April

testing: 2-3 people by the end of April (26 of April)

To be translated by the end of June

4 Activity

Testing of the Self-Assessment Tool

10 would be women entrepreneurs per partner (having not more than a year entrepreneurial activity)

- Starting of the test 3<sup>rd</sup> of June
- Questionnaire of evaluation of the self-assessment tool to be filled in by the 17<sup>th</sup> of June
- Gather and analysis of results: end of June (June, 30)

#### 5 Activity

Open Platform: DomSpain will check for the domain weget.eu (to be checked the availability)

Partner's description and logo to be uploaded by November 30.

Versions of the logo's project to be uploaded on Google Drive by November 27.

Translation of the navigation menu by November 30.

DomSpain will provide us with an excel file for the navigation menu to be translated.

### **QUALITY ASSESSMENT**

Les Apprimeurs presents the Quality and Management Plan. Main topics discussed:

- All partners will contribute equally
- Les Apprimeurs will lead the process, preparing questionnaires and asking for feedback
- The plan will be stored in Gdrive
- Les Apprimeur will provide a Google sheet for partners to confirm some data
- Dissemination leader will have to be in contact with them in order to prepare the reports

Based on the original plan, next TM is to take place in June in the UK.

Les Apprimeurs will be responsible for elaborating quality reports as stated in the application.

For the Quality Board, one person is appointed as the responsible person from each organisation

Risk management plan is presented and all partners agree that if anything is not clear or any problems are identified (like changing a member of the project, for instance) will inform and communicate it on time to the whole partnership.

All participants will have to answer the questionnaire that Les Apprimeurs will send over the next days.

### **DISSEMINATION**

The leader of the dissemination activities apologises for not having finalised the dissemination plan, they had two COVID19 outbreaks last week.

They will create a "project stakeholder map" which will be formed by a list provided by each partner of their stakeholders.

They estimate they will have the dissemination plan by Wednesday.

All partners will have to report all their dissemination activities before each of the reporting periods within a template provided in Google Drive

LOGO: most partners voted for option number 2. This will be provided in different formats and good quality in the Gdrive folder.

They will prepare the social media platforms (Facebook, Twitter and Instagram) and will prepare templates (in powerpoint) for all partners to use.

## **PARTNERSHIP AGREEMENT**

Partner agreements are prepared and all partners will receive it by email by tomorrow. Partners need to sign, stamp and send them scanned to the coordinator. The paper copy will be handed to the coordinator in the next meeting we can organise face-to-face

## **SUSTAINABILITY**

- IST is responsible for the sustainability plan and has presented the main ideas and general approach to all partners
- The sustainability plan will be uploaded in the Gdrive
- Some activities are not considered as sustainability, but dissemination ones
- A charter will be uploaded to the Gdrive for all partners to distribute to associated partners. This will act like a contract document for external collaborators.
- There will be a list created with all associated partners which all partners will have to update by the end of the Fourth ME.
  
- IST will provide suggestions to all other partners on how to sustain the project deliverables at a local level

## **TIMESHEETS:**

The coordinator has uploaded three templates provided by the NA for reporting. Any of the three can be used by partners for reporting. These files are not necessarily to be used for reporting monthly, but according to reporting periods. The first reporting period starts on first of October 2020 and finished on 31<sup>st</sup> August 2021.

## **ONLINE MEETING:**

- Online meetings: the regularity of the online meetings is not stated in the application, so partners agree to organise one every two months. For each meeting, there will be one person responsible to organise it. For a meeting in January, RCCI will be responsible for it. IST will organise the meeting in March.

The next online meeting will be organised to match the deadlines of IO1. It will take place on 29<sup>th</sup> January at 10 am CET (it will be a two-hour maximum meeting) RCCI will prepare the agenda and send a link

