



2nd Progress Meeting Agenda

Time Slot	Session
1300 - 1330	Arrival & Registration and Coordinator's Agenda Presentation
1330 - 1400	Project Management & Administration
1400 - 1430	Financial Cost Statements (01/10/2018 – 30/04/2019) (Timesheets, Cost Statement Form)
1430 - 1500	Update about the Course Developments per Partner
1500 - 1530	Plan the Dissemination Actions – Future Events – Newsletter
1530 – 1600	Quality Assurance Plans & Actions
1630 - 1700	Next Progress Meeting Next Intensive Course in Porto – Things to keep & Things to Correct
1700 – 1730	Meeting Evaluation & Certificate Distribution
1800	Dinner at Restaurant Madklubben Vesterbro (Vesterbrogade 62, 1620 København V, Tlf: 38 41 41 43)