

Kick-off meeting - Belgrade 2014

times	Tuesday, Dez 9	Wednesday, Dez 10	Thursday, Dez 11	Friday, Dez 12
09:00 - 10:00	Arrival	Welcome and Introduction of participants: 3 min per partner (What is your intention to work on this project? What do you want to achieve? What activities are you looking forward to carry them out?)	Introduction to the project phases (implementation, preparation, follow up, dissemination --> time line)	Departure
10:00 - 11:00		finance management (evidences, budget transfers, etc)	task contribution (What do you have to do? Define task leaders. How we gonna make decisions?)	
11:00 - 11:30		Break	Break	
11:30 - 12:30		create a logo and an acronym, group photo, (website?)	create a time line and define milestones	
12:30 - 14:00		Lunch	Lunch	
14: 00 - 15:00		museum visit + informal talk (some of us will arrive very late on Tuesday)	strategies of communication (forum, skype, newsletter, mail) and find a date for the next meeting	
15:00 - 15:30			Break	
15:30 - 17:00			open issues and feedback	
17:00 - 18:00				
19:00	Informal Project Dinner	Dinner (talk about experiences with EU-projects)	Dinner	