

AGENDA - Fourth Transnational Project Meeting

Meeting:	Life On-Line Project Erasmus + Key Action 2 Strategic Partnership	
Date:	9th to 12th May 2017	
Hosted by Partner:	<p>Contacts</p> <p>Haaga-Helia:</p> <p>Elina Pelkonen elina.pelkonen@haaga-helia.fi</p> <p>Marjaana Halsas marjaana.halsas@haaga-helia.fi</p> <p>Eeva-Liisa Rahkonen eeva-liisa-rahkonen@haaga-helia.fi</p> <p>HBC:</p> <p>Marja Saarela marja.saarela@businesscollege.fi</p> <p>Taru Saarela taru.saario@businesscollege.fi</p>	



Tuesday 9th May 2017

Participants arrive
Accommodation: Hotel Omena (participants make reservation directly at the hotel)

Wednesday 10th May 2017

8:45am	<p>Elina Pelkonen will pick us all up at Lönnrotinkatu 13 hotel 08:45am +358 40 488 7587</p> <p>Meeting venue: Haaga-Helia Pasila Campus, address: Ratapihantie 13, FI-00520 Helsinki, Room 1206 IKEA http://www.haaga-helia.fi/en/about-haaga-helia/campuses/pasila-campus?userLang=en</p>	All
9:15am	Welcome & project meeting starts	Haaga
9:30am	Quick update around the room – update picture of group for website	Jon

9:20am	Introductions of participants – How the project has been going so far. <ul style="list-style-type: none"> • Objectives for the day • Update on LifeOnline Project 	All
10:15am	Setting the Scene- Overview of the project <ul style="list-style-type: none"> • National Agency Interim report • Project Objectives • Key Milestones, Intellectual Outputs (1 to 7) and end products (Handouts) • Multiplier Events Feedback from Haaga Helia and Helsinki Business College <p><u>Partner activity:</u> Each partner will present their feedback from the pilot course including feedback from your business links within the training (30 minutes each)</p> <ul style="list-style-type: none"> • HAAGA-HELIA OY ABUniversity of Applied Sciences (UAS) report on Pilot in the your own institution (when is this happening) • POLITEKNIKA IKASTEGIA TXORIERRI – Report from the pilot to Helsinki Business College 	Jonathan Harding Bridgwater & Taunton College & Pete Hodgson – EfVET
11:15am	Tea and Coffee break	
11:35am	Project Management & Quality Management Processes <ul style="list-style-type: none"> • Quality Management Plan • Review of Blackboard site • Monthly Status Reports • Communication (between meetings) (need to fix online meetings) • Time sheets, financial tables, evidence, eligibility - Discussion / clarifications, Dealing with translations (exceptional costs) 	Jonathan Harding Bridgwater & Taunton College
12:15-13:15 pm	Lunch break, Staff canteen Openetti	All
13:15pm	Visit to Maria 0-1 Community House for Start Ups, http://maria.io/	All
16:30pm	Reflections of the day and introduction to day 2	All
19:00pm	Dinner at Löyly (& option for sauna experience), http://www.loylyhelsinki.fi/en/front-page/	

Thursday 11th May 2017

8:45am	<p>Departure from the hotel Transfer to Haaga-Helia Pasila Campus by local train</p> <p>Meeting venue: Haaga-Helia Pasila Campus, address: Ratapihantie 13, FI-00520 Helsinki, Room 1206 IKEA</p>	All
9:15-10:30am	Workshop: How to make impressive videoclips (e.g. video CV).	Senior Lecturer Wallace Reynolds, Haaga-Helia
10:30am-11:00am	Tea and Coffee break	All
11:00am	<p><u>Partner activity:</u> Each partner will present there feedback from the pilot course including feedback from your business links within the training (30 minutes each)</p> <ul style="list-style-type: none"> • Bridgwater and Taunton College – report from the pilot to POLITEKNIKA IKASTEGIA TXORIERRI 30 mins • Helsinki Business College – report from the pilot to Bridgwater and Taunton College 	
12:30-13:30pm	Lunch break, staff canteen Openetti	All
13:30 – 14:30pm	<p><u>Partner activity:</u> Each partner will present there feedback from the pilot course including feedback from your business links within the training (30 minutes each)</p> <ul style="list-style-type: none"> • CEBANC report from the pilot to SSGT MB Srednja sola za gostinstvo in turizem Maribor 30 mins • SSGT MB Srednja sola za gostinstvo in turizem Maribor report on Pilot to 30 mins 	All
14:30pm	<ul style="list-style-type: none"> • Dissemination & exploitation strategy, country plans and record requirements • Links with national and local organisations • LIFE Online website update • Links with other websites/Companies • New Project Leaflet update • Group work:- Ideas for dissemination: press releases, events and presentations 	All
15:15-15:45pm	Coffee and tea break	All

15:45pm	<u>Next Steps</u> <ul style="list-style-type: none"> Action Plan - Summary of outcomes and actions Expected results and any problem areas where help required Report on the pilot course (Bridgwater and Taunton College) 	All
16:45pm	Meeting End - Date and Time of next meeting POLITEKNIKA IKASTEGIA TXORIERRI	Annabel and Kepa
19:00pm	Dinner, Restaurant Sogno, http://www.trattoriasogno.fi/	
<u>Friday 12th May 2017</u>		
Travel Day		