



**MOB GAE Project code 543296-LLP-1-2013-1-IT-KA4-KA4MP**

**Agenda Kick off Meeting**

**Venue of the meeting**

**CSD Foresteria Valdese di Firenze - Via dei Serragli, 49**

**Telephone: 0039 055 212576**

**Florence 24-25 January 2014**

<b>24<sup>th</sup> of January 2014</b>	
9.00-9.30	Partners arrival and informal welcome
9.30-10.00	Welcome to Florence and to the kick off meeting
10.00-11.00	Getting to know each other: Interactive partners' representatives introduction
<b>11.00-11.30</b>	<b>Coffee break</b>
11.30-13.00	Aims and objectives of MOB GAE project Work-packages foreseen in MOB GAE project
<b>13.00-14.30</b>	<b>Lunch break</b>
14.30-15.30	Partners expectations towards the project: How do we work together during the 2 years project
15.30-16.15	Roles and responsibilities of each partner
<b>16.15-16.45</b>	<b>Coffee break</b>
16.45-17.30	Our website and blog
17.30-18.30	How do we communicate? Which tools to be used?
18.30	Closing of the day
<b>20.30</b>	<b>Dinner outside</b>

<b>25<sup>th</sup> of January 2014</b>	
9.00-9.30	Welcome back
9.30-11.00	Working groups on: <ul style="list-style-type: none"> <li>- Research</li> <li>- Dissemination</li> <li>- Visibility of the project</li> <li>- Any other issue</li> </ul>
<b>11.00-11.30</b>	<b>Coffee break</b>
11.30-13.00	Reporting of the working groups
<b>13.00-14.30</b>	<b>Lunch break</b>
14.30-15.30	Setting a common agenda: Tasks and activities to be run by all the partners in the next months. Dates for the next coordination meeting.
15.30-16.30	Administrative management of the project
<b>16.30-17.00</b>	<b>Coffee break</b>
17.00-18.00	Administrative management of the project
18.00-18.30	Evaluation and closing
<b>20.30</b>	<b>Dinner outside</b>

