

TrainSME – Partner Meeting Thessaloniki

innovative vocational Training approaches in Small and Micro Enterprises

AGENDA

Date: 20th – 21st October, 2005

Location: Thessaloniki, Greece

Meeting Venue: HOTEL MINERVA PREMIER
Egnatia 44, GR-54625 Thessaloniki
<http://www.minervapremier.gr>

Hotel: HOTEL MINERVA PREMIER
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Miscellaneous:

- + Meeting language: English
- + Technical equipment available: flipchart, laptop, projector

To do list:

- + WP 1: 2 SMMR – please bring photocopies of all invoices for the second accounting period
- + WP 3: All partners should have read the tools selection provided by Bernd and prepare some comments
- + WP 3: Bernd could you please give us feedback on WP 3 and present the current status
- + WP 3: Heimo and Fred, please prepare a presentation of the visual prototype of the tools
- + WP 4 & 5: Foteini and István, please give us a short progress report on the work packages you are leading
- + All: Please follow the instructions of the work package leaders who will directly address the participants.



Leonardo da Vinci



Agenda:

Wednesday, 19th October, 2005:

Time	Content	Institution in charge	Location	Note
19:30	Meeting point: Hotel lobby	ATLANTIS	Hotel Minerva Premier	
20:00 –	Dinner	ATLANTIS	Restaurant (will be announced)	Please inform us about any diets/allergies



Thursday, 20th October, 2005:

Time	Content	Institution in charge	Location	Note
8:45	Meeting point: The lobby of Hotel	ATLANTIS	Hotel Minerva Premier (HMP)	Transportation to the meeting place
09:00 – 09:30	Welcome, round of introduction	ATLANTIS, all	HMP	
09:30 – 09:45	TrainSME, project & meeting outlook	MERIG	HMP	Current status, tasks and aims of this meeting
09:45 – 10:30	WP 3 Guidelines, Web-Tools, Compendium	ITF	HMP	Current status
10:30 – 11:00	coffee-break	ATLANTIS	HMP	
11:00 – 11:30	WP 3 Guidelines, Web-Tools, Compendium	vitech	HMP	Presentation of a first visual prototype
11:30 – 12:30	WP 3 Guidelines, Web-Tools, Compendium	All, managed by ITF	HMP	Work groups on tools development
12:30 – 14:00	Lunch	ATLANTIS	HMP	
14:00 – 15:30	WP 3 Guidelines, Web-Tools, Compendium	All, managed by ITF	HMP	Work groups on tools development
15:30 – 16:00	Coffee-break	ATLANTIS	HMP	
16:00 – 17:00	WP 3 Guidelines, Web-Tools, Compendium	All, managed by ITF	HMP	Discussion / development of tools
19:15 -	Dinner	ATLANTIS	(will be announced)	

Friday, 21st October, 2005:

Time	Content	Institution in charge	Location	Note
8:40	<i>Meeting point: The lobby of Hotel</i>	ATLANTIS	HMP	<i>Transportation to the meeting place</i>
09:00 – 09:45	WP 4 Pilot Actions	ATLANTIS	HMP	Progress report
09:45 – 10:30	WP 5 Assessment & Evaluation	EUROPRO	HMP	Progress report
10:30 – 11:00	<i>Coffee-break</i>	ATLANTIS	HMP	
11:00 – 13:30	WP 1: Project Management WP 6: Dissemination & Exploitation	MERIG	HMP	+ Steering Committee Meeting + SMMR + Interim Report
	Lunch	All partners	HMP	
14:15 –	<i>Further discussions or leisure programme</i>			