

Front Winners

Kick Off Meeting – 19/01/2021

Attendees: Maria Potes Barbas (ESE), Sotiris Themistokleous (CSI), Pedro Seabra (Viatecla), Stephanie Kirwan (MP) and Augusta Alves (National Agency)

Agenda:

Topic 1. FrontWinners environment <http://frontwinners.ipsantarem.pt/com> (Partners presentation)

Topic 2_ Intellectual Output and activities overviews

Topic 3_ Future collaboration

Minutes:

1. Group introduction

- All partners introduced themselves and their organisations.

2. Overview of website

- Maria gave an overview of the website for FrontWinners, highlighting the various elements within.
- Maria outlined the need for a section to be added for the online educational platform to be developed by Viatecla. Pedro to liaise with Maria with regards options.

3. Overview of IOs

- Maria gave an overview of the 4 Intellectual Outputs of the project and highlighted the organisations responsible for each:

IO1 – Training materials for mentors (ESE)

IO2 – Escape room with immersive game (CSI)

IO3 – Guidelines for mentors (MP)

IO4 – Best practice handbooks (Viatecla)

4. IO1

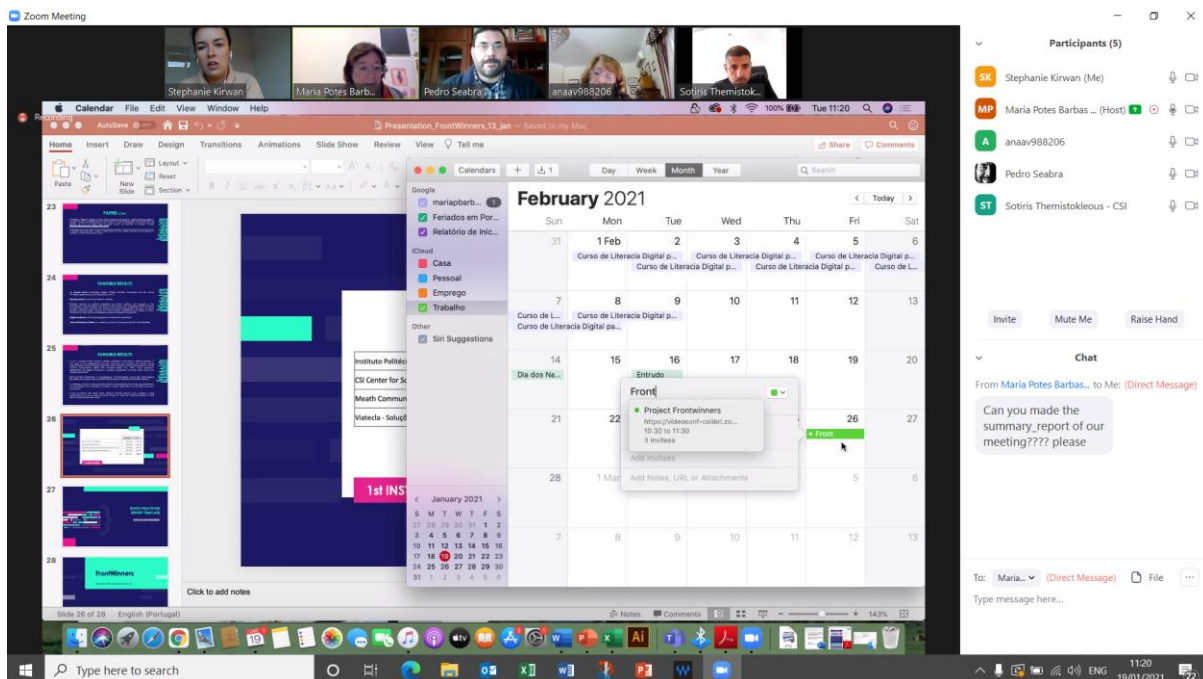
- Maria outlined the tasks included in IO1 – Training materials for mentors.
- Maria presented the content developed to date and will send to all partners for their input and feedback.
- Additionally, Maria will re-send the application/proposal for this project.

5. Partner meetings

- The partner meetings going forward were discussed. All partner meetings need to be postponed due to Covid.
- It was agreed that only project leaders will attend online meetings and other team members will attend official partner meetings.
- It was agreed that today's meeting (19/01/2021) was the official Kick of Meeting.
- Future date options were given however a decision will be made at the next check in online meeting.
- The next online meeting will be 26th of February at 10.30 (GMT). Maria will send a Zoom link to all.

6. Finances

- All partners will receive their first instalment by the 25th of January, 2021 (40% of total payment).
- All partners to send confirmation that they received the 1st instalment.



The screenshot shows a Zoom meeting in progress with five participants. The main window displays a calendar application for February 2021. A meeting titled "Front" is scheduled for February 26th at 10:30 to 11:30. The meeting details include "Project Frontwinners" and a Zoom link. A chat window on the right shows a message from Maria Potes Barbas asking if the summary report of the meeting has been made.