



## ONLINE MEETING

19<sup>th</sup> November 2021

**Attendees:** Maria Potes Barbas (IPSantarém), David Torrezão (IPSantarém), Maria Evgeniou (CSI), Suzana Leonardi (Viatecla) and Irena Kovacs (Meath Partnership)

### Agenda:

Topic 1 – Project Meeting Travel Information (Ireland – 20, 21 January) by Meath Partnership

Topic 2 – ViaTecla Platform Overview;

Topic 3 – Check the Contents Overview, according with the Excel content presented by the coordinator to all partners;

Topic 4 – Timesheets Overview (IO1 and IO2);

Topic 5 – Schedule for the Dublin Meeting;

### Minutes:

#### 1 – Travel Information

- Irena already pre-booked the rooms in Address Connolly Hotel, the same place of the transnational meeting will be
- Irena explained all logistics to the partners (trips, time airport to hotel, the dinners, etc.)
- Each partner talked about their trips and the logistics for the trip to Dublin.

#### 2 – Platform Overview

- Suzana made an overview on the platform, asking for the partners to send the remaining contents to be completed.

#### 3 – Contents Overview

- Maria Barbas will send the storytelling to Suzana so can helped in the contents “Escape Rooms Riddles” development.

#### 4 – Timesheets Overview

- Maria Barbas talked about the timesheets and share their timesheets so the partners can take a look.
- Partners will send the timesheets scan, signed and stamped until the next 20<sup>th</sup> December.

#### 5 – Schedule for the Dublin Meeting

- Maria Barbas presented the schedule of the next transnational meeting.

**Next Meeting: 14<sup>th</sup> December to present all the final contents of the Platform.**