



Annex II Draft Kick-Off Meeting Agenda

Vrije Universiteit Brussel

1st day

KICK-OFF MEETING WITH AGRISAT PROJECT PARTNERS

ON

February xx, 2021,

VIA ZOOM: (link)

(password)

Draft Schedule

(For Internal Reference Only)

	Time*	Agenda of the meeting	Reference
1	9:00 – 9:10 AM	Welcome note	Vice-rector/Head faculty
2	9:10 – 9:45 AM (7-minutes max presentation by each partner)	Introduction of existing programs/expertise in EU partner members. <ul style="list-style-type: none"> • VUB • UZagreb • UPC • HSWT • Opegioka 	All Partners
	9:45-10:30 AM (7-minutes max presentation by each partner)	Introduction of existing programs/expertise in SEA partner members <ul style="list-style-type: none"> • Cambodia • Laos • Myanmar 	
	10:30 – 10:45 AM	Break	
3	10:45 – 11:15 AM	Introduction of the project: Project General Information and Work-package workload distribution (roles)	Jonathan Chan Carlos Machado
4	11:15 – 11:30 AM	AGRISAT workplan year 1	Carlos Machado
5	11:30 – 11:45 AM	Preparation 2 nd part Kick-off meeting Or intervention by EACEA	All Partners EACEA officer
6	11:45 – 12:00 PM	Q & A	All partners



Vrije Universiteit Brussel

2nd day

KICK-OFF MEETING WITH AGRISAT PROJECT PARTNERS

ON

February xx, 2021,

VIA ZOOM: (link)

(password)

Draft Schedule

(For Internal Reference Only)

	Time*	Agenda of the meeting	Reference
1	9:00 – 9:05 AM	Welcome note	Jonathan Chan
2	9:05 – 9:30 AM	Preparation of WP1	WP Leader
3	9:30 – 10:00 AM	Dissemination plan/website/logo	WP Leader
4	10:00 – 10:30 AM	Quality plan	Carlos Machado/WP Leader
	10:30 – 10:45 AM	Break	
5	10:45 – 11:15 AM	Communication plan	Carlos Machado
6	11:15 – 11:45 AM	Action plan (who, when, what) for first semester 2021 Or intervention by EACEA	All Partners EACEA officer
7	11:45 – 12:00 PM	Q & A	All partners