Erasmus+ Zero waste= Sustainable World, online meeting

Agenda for Online Meeting

Date: 16.01.24

Time: 17.00

Platform: Google meet

1. **Welcome and Introduction**

● Brief welcome and introduction of the agenda.

2. **Review of Project Documents in Google Drive**

● Overview of the project documents stored in Google Drive.

● Discussion on any updates or changes made to the documents.

● Partners’ responsibilities

3. **Closure of Coordinating School**

● The proposal and factors leading to closure. Implications and impacts on the project.

● Team members share their perspectives.

● Alternatives or mitigation strategies if closure is confirmed.

4. **Reorganizing the Next Mobilities**

● Evaluating the status of upcoming mobilities.

● Discussing any changes or adjustments needed in light of the coordinating school closure.

● Brainstorming ideas for reorganizing the mobilities to ensure project continuity.

5. **Questionnaires for Teachers and Students**

● Review of the questionnaires designed for teachers and students.

● Feedback on the clarity and relevance of questions.

● Discussing any necessary modifications to improve the data collection process.

6. **Method of Questionnaire Administration**

● Exploring and finalizing the method for administering the questionnaires.

● Online platforms, timelines, and communication strategies.

● Responsibilities for questionnaire distribution and collection.

7. **Any Other Business (AOB)**

● Open floor for any additional topics or concerns.

● Team members bring up any relevant issues not covered in the agenda.

8. **Action Items and Next Steps**

● Summarizing key decisions and action items.

● Assigning responsibilities for follow-up tasks.

● Clarifying deadlines and timelines for the next steps.

9. **Closing Remarks**

● Discussing and confirming the date and time of the next meeting if applicable.

● Officially closure of the meeting.