**Minutes of the Online Meeting of Erasmus Zero Waste= A Sustainable World Project Coordinators**

**Date:** 09.01.2025
**Time:** 20.00
**Platform:** Zoom

**1. Welcome and Opening Remarks**

The meeting commenced with a welcome by Anna, the project coordinator. She acknowledged the efforts of all participants and emphasized that the Erasmus project is nearing its completion. Anna highlighted that the deadline for completing all remaining tasks is **31 January**.

**2. Review of Documents on Google Drive**

Participants reviewed the shared documents stored on the project’s Google Drive. They discussed the current status of the materials and identified gaps that still need to be addressed. Each participant was encouraged to verify the completeness of their respective contributions.

**3. Presentation of Pending Tasks**

Dominique, the Italian coordinator, presented a comprehensive document outlining all the tasks yet to be completed. The participants discussed these pending items in detail and clarified the responsibilities of each partner:

* **Website:** Updates and finalization (French partner)
* **Meeting Reports:** Partners were reminded to ensure that all meeting reports are submitted and properly formatted.
* **R&D Research of the Curriculum:** This task was reviewed and distributed among the relevant teams.

**4. Closing Remarks**

Anna concluded the meeting by reiterating the importance of meeting the 31 January deadline. She expressed gratitude to all participants for their dedication and collaboration. The meeting was officially closed after discussing the next steps and follow-up actions.