

INTERREG V-A LATVIA - LITHUANIA PROGRAMME 2014-2020

Project Number: LLI-143

Project Title: Ready for Business / ReforB

Project closing Meeting Agenda

Date: 25 April, 2019

Location: Latvia University of Life Sciences and Technologies, Faculty of Economics and Social Development, Svetes str 18, Jelgava

The goal of the meeting is to discuss the 4th reporting period achievements and finalization of the project

10.00 – 10.30	Registration, Welcome coffee
10.30 – 10.45	Opening the meeting and introduction with agenda <i>Natalja Sterhova, Lead Partner, LLU, Project manager</i> <i>Andra Zvirbule, Lead Partner, LLU, Researcher</i>
10.45-11.30	Presentation of project management and implementation activities in the 4th Project Reporting period / <i>Natalja Sterhova, Julija Mangale, LP</i>
11.30-12.00	Presentation of project communication activity in the 4th Project Reporting period / <i>Andra Zvirbule, LP</i> Brochure draft discussion / <i>PP4 representative</i>
12.00-12.45	Partners' presentations of Output 1 "Business simulation games", Output 2 "Be involved" seminars" and Output 3 'ICT Business Simulator' results and achievements / <i>All partners, 8 –10 minutes for each partner</i> Discussion
12.45-13.15	Lunch
13.15 – 13.45	Steering Group Meeting and discussion of the main progress of the project. <i>Signing of a protocol.</i>
13.45-14.45	Presentation of work in finalization stage of project . Discussions / <i>Natalja Sterhova, LP</i>
14.45-15.00	Summary and appointment of time schedule Final discussions, closing the meeting
15.00-15.30	Coffee