

INTERREG V-A LATVIA - LITHUANIA PROGRAMME 2014-2020

Project Number: LLI-143

Project Title: Ready for Business / ReforB

Kick Off Meeting Agenda

Date: 30 May 2017

Location: Klaipeda Science and Technology Park Room 102, Vilhelmo Berbomo 10, Klaipeda

Meeting aim: The kick-off meeting with the Project partners and discussion about the beginning of the Project implementation

9.30 – 10.00 Welcome coffee

10.00 – 12.00 Opening the meeting (partner's presentations, project's objectives, outputs, expected results, project main dates and deadlines);

12.00 – 12.30 Establishment of project management group and project steering group

12.30 – 13.30. Work Package Management (Project Management Plan, Financial Plan, Quality and Evaluation Plan)

13.30 - 14.30 Lunch

14.30 – 16.30 Work Package Implementation, Work Package Communication (Communication and Dissemination Plan)

16.30-17.00 Final discussion, closing the meeting

17.00 – Coffee