



Project name: **Serious Games for Creativity and Social Cohesion in Teacher Education**

Kick-Off Meeting Agenda

Date: 07.12.2023 - 08.12.2023, **Location:** online

Day 1. All-Partners Day

I	Welcome and Introduction	10:00 – 10:20
	<ul style="list-style-type: none"> Brief Overview of the Meeting Agenda Introduction of Key Participants 	
II	Project Overview and Timeline	10:20 – 12:00
	<ul style="list-style-type: none"> Presentation on the Project Background and Objectives Key Tasks, Deliverables and Milestones Presentation on the Project Timeline Key Dates and Deadlines 	
	<i>Lunch or Coffee time</i>	12:00 – 13:00
II	Project Governance, Communication Channels and Risks	13:00 – 14:00
	<ul style="list-style-type: none"> Overview of Governance Structure. Purpose and Importance Introduction of Consortium Committee (CC) and Steering Committee (SC) <ul style="list-style-type: none"> Roles, Composition, and Distinct Responsibilities Relationship and Interaction Between CC and SC Clarification of Reporting Lines Discussion on Collaboration and Communication Channels Presentation on Risks and Mitigation Strategies Open Discussion on Additional Risks 	
III	Consortium Agreements	14:00 – 14:40
	<ul style="list-style-type: none"> Structure of the Consortium Agreements Explanation of Terms and Conditions Q&A on the Consortium Agreement 	
IV	Project Dissemination Toolkit and Website	14:40 – 15:10
	<ul style="list-style-type: none"> Overview of the Dissemination Toolkit <ul style="list-style-type: none"> Purpose and Components Target Audience Introduction to the Project Website <ul style="list-style-type: none"> Purpose and Goals Features and Functionalities Website Development Timeline 	
V	Q&A Session	15:10 – 15:40
	<ul style="list-style-type: none"> Open Floor for Questions and Clarifications Addressing Concerns and Queries 	
VI	Next Steps and Action Items	15:40 – 15:55
	<ul style="list-style-type: none"> Recap of Key Takeaways Assignment of Action Items and Responsibilities Setting Deadlines for Initial Tasks 	
VII	Closing Remarks	15:55 – 16:00
	<ul style="list-style-type: none"> Acknowledgment and Appreciation Confirmation of Follow-Up Meetings and Communication 	

Day 2. Individual Partners Day

Networking and Informal Discussions (Optional).

Additional time for Partners to Network and Discuss Collaborative Opportunities

Q&A sessions