

Minutes Report
1st Meeting (Kick Off Meeting)
Elazığ, Turkey, 7th– 8th January 2016

Attendees:

Vahit Sadal (Turkish National Agency)
Prof.Dr.Sami Ekici (Firat University, TR)
Assoc.Prof.Dr. Muhammed Turhan (Firat University, TR)
Assoc.Prof.Dr. Mehmet Turan (Firat University, TR)
Assoc.Prof.Dr. Yalın Türel (Firat University, TR)
Ş.Çetin İlin (Çukurova University)
Dr. Panos Milios, (Dian e-Learning Training Centre, GR)
José Carlos Bronze, (Aplod Lda, Social Planning, PT)
Assist.Prof.Dr. José Lencastre, (University of MUNHO, PT)
Mr Robin Beecroft, (Searchlighter, UK)
Hatice Kılınc, (Megider, TR)

Unfortunately,

- apologies for absence received from University of Ferrara, IT,

On Wednesday, 6th January 2016

Partners arrived at Ramada Hotel, Elazığ at which the participants would stay.

On Thursday, 7th January 2016

The participants to the Kick-off Meeting were registered and delivered the dossiers, notebooks and meeting documents. The meeting started at 9:30 as agreed in the agenda (enclosed) proposed by the Coordinator.



As in the Agenda of the meeting; in the morning session;

Muhammed Turhan, Mehmet Turan, Yalın KılıçTürel and Sami Ekici from Firat University welcomed the partners and Muhammed made a welcome speech.

Çetin İLIN, who coordinates the project, introduced all the guests the details, the necessities and objectives of Better-e project, emphasizing the budget and explained the previous and ongoing EU projects at Cukurova University Adana Vocational School of Higher Education to the participated guests in the "Kick-off Meeting" and thanked for their participation.

Mr.Vahit SADAL, TR/NA Expert, made a speech about TR, Centre for European Union, Education and Youth Programmes, explained the importance of EU projects prepared by universities and gave some advice for completing KA2 Partnership projects successfully.

Çetin İlin reviewed the agenda of the meeting and roject partners introduced themselves and presented their institutions, NGO and companies and explained their contributions to the project and mentioned about their direct relations with the e-land adult educationearning. After these presentations, they continued working on outputs of Project.

On Friday, 8th January 2016

On the second day, Project Team started up to work on Better-e project in the meeting room.

Mr. Vahit SADAL made a speech and explained Financial Rules of the Programme in general. The presentation the partners had in the meeting was very clear and all the partners now are aware of e.g. what percentage to transfer among the budgets at most and what declarations they had to fill in and collect. They asked some questions about these issues and Mr.Sadal explained them. At the end, the project partners learnt the financial rules and had information about the expenses indicated in budget.

The partners discussed on the topics as represented in the agenda until lunch time. After the results of these discussions, please have a look below.

The participant partners all agreed on the following actions:

- ⇒ The project logo was designed by Cukurova University and everybody agreed.



- ⇒ Çetin İlin kindly asked the partners to check the draft project website (www.better-e.eu) which would be completely ready to be used in two weeks and send more detailed information for themselves. They agreed to send feedback and some detailed institutional information.
- ⇒ Each partner will create links from their official site to the web site.
- ⇒ Partners need to have their personal e-mail addresses for a better and an easier communication via "www.better-e.eu" - the Project web-site.
- ⇒ The First Kick Off Minutes Report and the first Newsletter will be drafted by Firat University until the end of February, 2016.
- ⇒ The contact person of each partner will be the member of monitoring and evaluation team of the project.
- ⇒ Active use of social media channels for dissemination and visibility of the project. (Opening accounts such as facebook, linkedin etc).
- ⇒ Preparation of promotional products by each partner, such as dossiers, brochures, notebooks, pens, etc. for introduction of the project.
- ⇒ Active use of googledrive account to follow project activities and development of Intellectual Outputs.
- ⇒ Better-e Gant Chart and Table of Tasks were introduced to partners by Çetin İlin and Jose Bronze. It was agreed that all partners would follow the Gant Chart and table of tasks and input the essential information to facilitate follow-up of project progress.
- ⇒ The date of "the Second Transnational Meeting" which would be held in Ferrara/Italy was determined as 9-10 May 2016, by taking all the partners' opinions. The partners all agreed on the date of the meeting.

In the late afternoon and the night of the second day, there was a city tour and cultural activities held by the host partner, Firat University, TR.

And the following day,

On Saturday, 9th January 2016

The partners all went back to their countries safe and sound.