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2023 Cooperation Projects in Higher Education Area (KA220-HED)

*AMAZE - European Network for Additive Manufacturing in Industrial Design for Ukrainian
Context, contract nb. 2023-1-RO01-KA220-HED-000155412*

Transnational Project Meeting – TPM 1

**KICK-OFF MEETING hosted by National University of Science and Technology
Politehnica Bucharest - UNSTPB**

27th – 29th of November 2023 – Bucharest/ROMANIA

Monday 27th November - Room 2.3, Central Library - UNSTPB, starting at 9:00

Partners presentation

1. Information/Bilateral contracts

1.1 Information from National Agency

1.2 Contracts and annexes

2. Project management:

2.1 Eligibility of the staff members involved in the project (hiring issues)

**2.2 Collection of activity reporting by the coordinator: organization and
calendar (timesheets)**

10:30 - 10:45 Coffee break

2.3 Role of the leaders of Intellectual Outputs

2.4 Tools (Microsoft Teams, WhatsApp group)

**2.5 Validation of the distribution of tasks - Each partner will present the plan
for each activity they have ownership - Part 1**

2.6 Calendar of the project/deadlines/milestones

13:00 - 14:00 Lunch

2.9 State of progress of the production of the Intellectual Outputs

**2.10 Validation of the distribution of tasks - Each partner will present the plan
for each activity they have ownership - Part 2**

2.11 Laboratory visit.

16:00 End of the session



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Tuesday 28th of November – Room 2.3, Central Library - UNSTPB, starting at 9:00

3. Mobilities project

3.1 Short-term joint staff training: who? which dates?

3.2 Intensive Programmes for higher education students: who? which dates?

10:30 - 10:45 Coffee break

3.3 Communication in our institutions / How to involve colleagues in the project

3.4 Calendar of the next events

3.5 Evaluation of the project

13:00 - 14:00 Lunch

3.6 Mutual presentation for new incomers in the meeting

3.7 Validation of the distribution of tasks - Each partner will present the plan for each activity they have ownership – Part3.

3.8 Laboratory visit

16:00 End of the session

Wednesday 29th of November – Research Center CAMPUS -UNSTPB, starting at 9:00

**4.1 Partners experience in Industrial Design/3D printing:
general feedback**

4.2 Conclusions

4.3 Laboratory visit

11:30 End of the Transnational Project Meeting.