

Third meeting agenda | 4<sup>th</sup>-6<sup>th</sup> of March 2015 | Paris/France

**Venue: E-Seniors Office, 13 rue du Cambodge, 75020, Paris  
(metro station: Gambetta, line 3)**

**Agenda: Wednesday 4th of March 2015**

10:00	Welcome at E-Seniors
10:00-11:00  <b>WP1: Project month 1 to 24</b>	<p><b>WP1 - Project Management   ILI</b></p> <ul style="list-style-type: none"> <li>• Check up – everything in line with the project plan, its objectives, work plan, deliverables, and role of partners</li> <li>• Administrative and financial issues</li> <li>• Next Meeting in Romania</li> <li>• D1.3 Interim Report,</li> <li>• D1.2 IPR Agreement</li> </ul>
11:00-11:30	Coffee break
11:30-12:30  <b>WP3: Project month 4 to 18</b>	<p><b>WP3 – Technical development and implementation   ILI and GIE</b></p> <p>Presentation of the platform – live demo Organisation and administration of the Courses in the different countries Communication via the platform Feedback, changes, etc</p>
12:30-14:00	Lunch break
14:00-16:00  <b>WP4: Project month 4 to 21</b>	<p><b>WP4 – Content development &amp; localization   ILI</b></p> <ul style="list-style-type: none"> <li>• Review of the curriculum</li> <li>• Presentation of the eLearning units</li> <li>• Presentation of the multimedia elements</li> <li>• Organisation of the localization process</li> <li>• Discussion about improvements within the partnership</li> <li>• D4.2 Learning Units due to 30.04.2015</li> </ul>
16:00 -16:30	Coffee break
16:30-17:30  <b>WP7: Project month 1-24</b>	<p><b>WP7 – Dissemination   ILI</b></p> <ul style="list-style-type: none"> <li>• Dissemination Plan update</li> <li>• Website: update</li> <li>• D7.3 Final Dissemination Report due to 31.12.2015</li> </ul>

**Social Diner: 19:30, at Le Plomb du Cantal – 4 boulevard Saint Denis 75010  
(Metro station: Strasbourg Saint-Denis, lines 4, 8, 9)  
Details information on the last page**

**Agenda: Thursday 5th of March 2015**

9:00-9:30	Arrival at meeting venue   Summary of the first day and potential pending issues from previous day
9:30-11:00  <b>WP5: Project month 8 to 23</b>	<p><b>WP5 – Testing and piloting   ESE</b></p> <ul style="list-style-type: none"> <li>• Organisation and discussion of the testing and piloting</li> <li>• Evaluation instruments for testing and piloting</li> <li>• D5.2 Piloting design due to 30.04.2015</li> <li>• D5.3 Piloting due to 31.08.2015</li> </ul>
11:00 – 11:30	Coffee break
11:30-12:00  <b>WP6: Project month 1 to 24</b>	<p><b>WP6 – Quality monitoring and evaluation   SCU</b></p> <ul style="list-style-type: none"> <li>• Meeting evaluation</li> <li>• Report from the internal evaluator</li> <li>• D6.3 Final Evaluation Report due to 31.12.2015</li> </ul>
12:00-12:45  <b>WP8: Project month 12 to 24</b>	<p><b>WP8 – Exploitation   GIE</b></p> <ul style="list-style-type: none"> <li>• <b>Exploitation activites / partenr</b></li> <li>• D8.3 Final Exploitation plan 31.12.2015</li> <li>• Further proposals</li> </ul>
12:45 –13:00	Summary of the meeting and follow ups
13:00	End of our meeting

**Social Diner: 19:30, at Le Plomb du Cantal – 4 boulevard Saint Denis 75010  
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*We all need to be there at 8pm at latest.*

*We would like to know on Wednesday morning how many people will come. Thanks.*

