



Meeting Agenda

TPM in Paderborn


17th of January



**Skills**  
**4 life**



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## Meeting Agenda

TIME	ACTIVITY	PARTNER
09:00-09:30	Welcoming & Overview of the Agenda	MOVEO / Paderborn University
09:30-10:30	WP1: Project Management <ul style="list-style-type: none"> <li>▪ Project Management Update – planning for the next reporting deadlines</li> <li>▪ Agreeing on deadlines and next steps</li> <li>▪ Presentation of Risk Analysis</li> <li>▪ Presentation of Exploitation Plan</li> </ul>	MOVEO
10:30-10:45	Coffee Break	
10:45-12:00	Presentation of WP 3: SKILLS4LIFE Training Package for Adult Educators <ul style="list-style-type: none"> <li>▪ Clarification of activities and responsibilities - Steps &amp; Timeline</li> <li>▪ Presentation of Value Proposition and the Guidelines of the Training</li> </ul>	Proportional Message
12:00-13:30	Lunch	
13:30-14:30	Presentation of WP 2: Skills4Life Serious Game Design <ul style="list-style-type: none"> <li>▪ Clarification of activities and responsibilities - Steps &amp; Timeline</li> <li>▪ Discuss the Value Proposition of the SG</li> </ul>	Paderborn University
14:30-15:30	Presentation of WP 4: SKILLS4LIFE Community Engagement and Outreach <ul style="list-style-type: none"> <li>▪ Clarification of activities and responsibilities</li> <li>▪ Steps &amp; Timeline</li> </ul>	Quarter Mediation
15:30-16:00	Presentation of Dissemination Plan	Acumen
16:00-16:30	Presentation of Impact Plan	Proportional Message
16:30-17:00	Presentation of Quality Assurance and Evaluation Plan <ul style="list-style-type: none"> <li>▪ Evaluation of the meeting</li> </ul>	CBE SL
17:00-17:30	Next steps, dates for next transnational meeting and online meetings	MOVEO

The logo features a stylized 'L' shape with a gradient from yellow to red. To its right, the text 'SKILLS' is in a bold, black, sans-serif font, and '4 life' is in a similar font but with a lowercase 'l' and 'i' that have a yellow-to-red gradient.

# SKILLS 4 life



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