



# Meeting Agenda

TPM 2 in Poland

12 to the 14th of June

## **Venue:**

Hotel on Market Square, central point of  
Rzeszow:

Bristol, Grand Hotel or Hubertus  
Will be clarified by Michal soon



**Skills**  
**4 life**



## Meeting Agenda

**Monday, 12<sup>th</sup> of June 2023 –**

**Arrival day**

**APPROX. TOPIC  
TIME**

<i>AS YOU LIKE</i>	<i>Arrival at the hotels in Rzeszow</i>
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**Tuesday 13<sup>th</sup> of June 2023 –**

**Workshop day!**

TIME	ACTIVITY	PARTNER
10:00-10:15	Welcoming & Overview of the Agenda	Acumen / MOVEO
10:15-11:00	Current Status of the Skills4Life project <ul style="list-style-type: none"> <li>▪ 5 Minute PowerPoint presentation: Every partner presents the activities at the own institution in a max. 5 minutes</li> <li>▪ Discussion</li> </ul>	MOVEO
11:00-11:15	Coffee Break	
11:15-12:00	Presentation of WP 2: Overview and introduction to level 1 <ul style="list-style-type: none"> <li>▪ Core Idea and Structure</li> <li>▪ Presentation, Video and Web-Integration</li> <li>▪ Discussion</li> </ul>	Paderborn University
12:00-12:30	Presentation of WP 2: Introduction to level 2 <ul style="list-style-type: none"> <li>▪ Core Idea and Structure</li> <li>▪ Presentation, Video and Web-Integration</li> <li>▪ Discussion</li> </ul>	MOVEO
	<ul style="list-style-type: none"> <li>- send text and content to Irish team, they will transfer it into the website</li> <li>- in each level a summary of background information of the game</li> <li>- offer content relation</li> <li>- learning platform and serious game need to be connected</li> <li>- create H5P at .com, then embed them into the wordpress site and use them at the learning platform</li> </ul>	

	<ul style="list-style-type: none"> <li>- levels nach und nach aktiv, get a badge and a code for the next challenge at the end of a challenge</li> <li>- partners: fill out the template for each level</li> <li>- final assessment: single choice in order to get a badge</li> <li>- stick to Jerry and Janet, leave out the specific country</li> <li>- introductory video: introduce the topic, not the character</li> <li>- video: subtitles in partner languages</li> </ul>	
12:30-13:30	Lunch	
13:30-13:45	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
13:45-14:00	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
14:00-16:00	Workshop on the use of HP5 tasks <ul style="list-style-type: none"> <li>▪ Usage of the tool</li> <li>▪ Task design - Do it yourself</li> <li>▪ Discussion</li> </ul>	Paderborn University
16:00-16:30	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> <li>▪ Information on Reporting</li> </ul>	MOVEO
16:30-16:45	Insights in Dissemination Activities	Acumen
16:45-17:00	Current structure for Evaluation <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

## Wednesday, 14<sup>th</sup> of June 2023 – Departure day

**APPROX. TOPIC**  
**TIME**

<i>AS YOU LIKE</i>	Safe trip back
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# SKILLS 4 life

