

Skype meeting __/__/__

Coordinators' meeting

Type: Minutes

From: Coordinator

To: Partners' coordinators

Content: Meeting on Skype/..../.....

Date: Monday/..../.... (20:15-21:20 CET)

Participants: Project's coordinator

The partner coordinators were all present to the meeting on Skype.

Purpose of the meeting

The meeting was convened by the project's coordinator with the partner coordinators to discuss the following issues:

1. Next meeting agenda
2.
3. Safer Internet Day activities
4.

Point 1: Next meeting agenda

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Point 2:

The teams have stated the new products that they will present in the next meeting as follows:

Livorno –

Buzau –

Larnaca, Drosia –

Larnaca, Pagkyprio -

Palamós –

Girona -

Caldas da Rainha -

Point 3: Safer Internet Day activities

- The partner coordinators have mentioned some of the activities they have planned for the 9th of February.
- The teams have to take photos and send their news on the transmedia mail.
Note: Use the “news” template to send the text.
- Don’t forget to disseminate the project and the website.

Point 4:

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