



Minutes

 <p>Kick-off Meeting 26th / 27th October 2015</p> <h3>Agenda 26th October</h3> <p>14:00 – 17:50</p> <ol style="list-style-type: none">1. Welcome, plan for the two days (Karl Pfeiffer & Roma Schultz)2. Short Summary of Project Outline - Roles and expectations (Roma)3. Web-Platform - How to work with it and what is new? (A. Fallier)4. Budget (How to match tasks and funds) (Karl & Roma)5. How to handle administration (Simone Rudolf) <p>Dinner: 19:45 (The Little French Restaurant, 18 Hogarth Road, near Earl's Court Station)</p>	<p>Welcome by Georgia Herlt, Director of Language Department and Deputy Director of Goethe-Institut London Agenda was introduced by Roma Schultz Participants were welcomed by Karl Pfeiffer</p> <ol style="list-style-type: none">1. University of Reading: Suzanne Graham, Louise Courtney2. University of Leipzig: Norbert Schlüter3. Association for Language Learning UK: Rachel Middleton4. University for Foreigners Perugia: Cristina Mercuri5. University for Foreigners Siena: Andrea Villarini6. Spanish Embassy: Jesus Manuel Hernandez, Concha Julián and Rubén Barderas7. Education Ministry Rioja: Esther Janeiro Martinez, Marta García Alamán8. Education Ministry Tenerife: Juan Manuel Melgar Jiménez9. University of Westminster: Maryse Bray10. Goethe-Institut London: Georgia Herlt, Karl Pfeiffer, Roma Schultz
 <p>Kick-off Meeting 26th / 27th October 2015</p> <h3>Agenda 27th October</h3> <p>10:00 – 14:00</p> <ol style="list-style-type: none">1. Contracts (Karl & Roma)2. Game - First steps (research, standards, tasks for next months) (Roma)3. Communication, internally and externally (Roma) <p>Lunch: 12.30 – 13.00</p> <ol style="list-style-type: none">5. Meetings and visits (Karl)6. Discussion and Feedback (Karl)	<p>Further participants:</p> <ol style="list-style-type: none">11. Italian Consulate: Mara Luongo12. University of York: Liz Black13. Goethe-Institut Brussels: Simone Rudolf14. Achtquark (website company): Alexander Fallier15. (arriving later) Administration Assistant: Imke Djouadj