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Well-being4you: Sport & Mediterranean Diet

WB4-SMD

Project 101089938

THE FIRST INTERNATIONAL PROJECT MEETING

Well-being4you: Sport & Mediterranean Diet

7TH - 11TH DECEMBER 2023, KAVALA/GREECE



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FORMAL INVITATION

FOR THE FIRST INTERNATIONAL PROJECT MEETING

Dear partners:

It is our great pleasure to formally invite your institution to participate in the first international meeting of Erasmus+ sport project: 101089938 “WELL BEING 4 YOU: SPORT & MEDITERRANEAN DIET” to be held in KAVALA, GREECE from the 7th to the 11th of December 2023.

Details of the Agenda of this meeting are listed in the pages which follow.

We are looking forward to hearing from you soon, and sincerely hope to see you in our project meeting.

Sincerely yours



1st International Project Meeting Minutes

WELL BEING 4 YOU: SPORT & MEDITERRANEAN DIET

Project: 101089938

Date: 7th-11th December 2023

Venue: Vocational Educational Center “PROTAGORAS”/ Kavala

Participating partners:

- SYLLOGOS EKPAIDEFSIS KAI ANAPTIXIS ATOMON ME IDIKES ANGKES (ASEDDEDIPE), Kavala/ Greece
- GIMNASTICKI KLUB KNIN, Knin/ Croatia
- AKADEMI KULTUR VE EGITIM DERNEGI (AKED), Kastamonu/ Turkey

Head of meeting: George Konsoulas, Project Coordinator of Applicant Organisation, Greece

Minute takers: All Project coordinators

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MEETING AGENDA, 7th- 11th December 2023 in Kavala/Greece

7 th December	8th December	9th December	10th December	11th December
Arrivals	<p>08:45-9:00 -Registration</p> <p>09:00-10:30 -Welcome & Opening Statement -Review of Objectives -Agreement on Agenda -Introducing participants</p> <p>10:30-11:00 -Coffee Break</p> <p>11.00-12:30 Working session 1 -Project Success Overview -Review Project Goals & Objectives -Review Project Completion and Success Criteria</p> <p>12:30-14:00 - Lunch</p> <p>14:00-15:30 Working session 2 -Sharing responsibilities and the establishment of cooperation among the partners -Deciding on Work Packages & Implementation of the project activities</p> <p>15:30- 16:00 - Coffee Break</p> <p>16:00-18:00 Working Session 3 - Project Management</p>	<p>09:00-10:30 Working Session 4 - Erasmus+ Administrative Guidelines</p> <p>10:30-11:00 -Coffee Break</p> <p>11.00-12:30 Working Session 5 - Guidelines for the implementation of the theoretical workshops</p> <p>12:30-14:00 - Lunch</p> <p>14:00-16:00 Working session 6 -Guidelines for the implementation of the practical workshops</p> <p>16:00 -Visit the old town, Castle of Kavala</p>	<p>09:00-10:30 Working Session 7 - Budget and Economy. Questions & Answers</p> <p>10:30-11:00 -Coffee Break</p> <p>11.00-12:30 working session 8 -Dissemination plan and activities -Detailed planning of the next project meeting -Discussion and Final Remarks</p> <p>12:30-14:00 - Lunch</p> <p>14:00-15:30 Working session 9 -Feedback questionnaires and goodbye session -Evaluation of the meeting</p> <p>15:30 -Visit the archeological sightseen "PHILIPPOI"</p>	Departures

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Minutes:

- Documents needed for the meeting in Kavala: participants list and photos
- Website will be full functionally by the end of January 2024
- Presentation of several logos- select color and design of the logo
- Publication of the announcement
- Preparation of test for young participants and survey for European citizen
- In Google Drive will be created a folder and all documents will be uploaded there
- Dissemination plan
- Online workshops
- Discussion on the dates of next meetings
- Meeting in Croatia-42 participants at total (meeting until March 2024)
- Workshops that will take part 30 participants from 6-15 (10 disabled and 20 without), plus 12 accompaniers and experts
- For the workshops names on the participant list and email, PowerPoint, photos
- Information brochure
- Flyers
- Meeting in Greece-42 participants at total (meeting until July 2024)
- Workshops that will take part 30 participants from 6-15 (10 disabled and 20 without), plus 12 accompaniers and experts
- For the workshops names on the participant list and email, PowerPoint, photos



Decisions

No.	Decisions / Tasks	Deadline	Responsible person, institution
1.	Creation of project website	30/11/2023	AKED
2.	Creation of project Logo	31/12/2023	AKED
3.	Publication of the announcement	31/12/2023	ASEDDEDIPE
4.	Project folder in Google Drive	31/01/2024	ASEDDEDIPE
5.	Monitoring tests	31/01/2024	ASEDDEDIPE
6.	Evaluation forms	31/01/2024	ASEDDEDIPE
7.	Creation of topics for the theoretical workshops for Croatia	31/01/2024	ASEDDEDIPE
8.	Workshops in Croatia	21-27/02/2024	GKK
9.	Workshops in Greece	3-9/07/2024	ASEDDEDIPE
10.	Flyers	28/02/2024	AKED
11.	Information brochure	31/08/2024	AKED



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Photos:



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