

Project Nr.: 2014-1-PT01-KA202-001059	Project Acronym: TBG
Meeting number: 1	Country: Portugal
Period of time: from 06/01/2015 to 08/01/2015	

The first meeting started with all partners but EfVET, which had a last minute cancel due to a meeting in Brussels.

All partners presented themselves and their organizations through PowerPoint.

The remaining part of the morning was used to present and discuss the financial contract and its annexes, namely its most important financial and administrative rules. All partners should send the original mandates and one original of the contract, duly signed and stamped, to the coordinator.

After lunch, the Financial monitoring documents were explained.

The next meetings were also booked - the second in Italy (4th to 6th of May); the third in Croatia (14th to 16th of October); the fourth in Greece (27th to 29th of January 2016); the fifth in Netherlands (16th to 18th of March 2016) and the last one in Turkey (4th to 6th of May 2016). Each hosting partner is responsible to write its meeting minute, which will be made in a template created by the Portuguese partner.

The website will be made by Portuguese partner, together with the Italian one, and its domain will be www.transnationalbusinessgroups.eu.

The Dutch partner explained how to monitor and evaluate project's activities and results.

The second day started with the coordinator showing the dissemination plan created by EfVET, which was previously sent, divided into the national and international part. This last one is EfVET's responsibility but the national part is each own's.

The remaining part of the day was devoted to explaining "Scuola d'impresa" project, its methodologies and tools, as it will be the base of TBG Project, made by the Italian partner.

The day wasn't finished without discussing the brochures and the newsletters and how they will be disseminated. A Facebook group will be created in order to have students and teachers discussing the Project.

The third day was used to discuss online course design through Moodle.

It was also decided that each partner (except Dutch and Belgium) will actively involve 25 students and will send five of those to each meeting; these five will be divided into five groups of five participants each (one per country - Croatia, Greece, Italy, Portugal and Turkey), who will play the Games and, after going back to their countries, explain to their colleagues what to do.

The farewell lunch had the presence of the Deputy Mayor of Ourém, who is responsible for the Economic Development of the Municipality, and the Chief Executive Officer of local Business Association, to whom the Project was explained. Some interesting inputs were given.

Date: 09/01/2015	Signature of the contact person of the organisation