



Agenda Kick-Off Meeting Guide My W@y! (23.-24.10.2014)

Location: Room 343 and Room 032
 University of Applied Labour Studies
 Seckenheimer Landstr. 16, 68163 Mannheim

Agenda Thursday, 23.10.2014		
Time and Place	Agenda Item	Held by
09h00 – 10h30 (Room 343)	Opening and Welcome to the HdBA	Prof. Dr. Florian Kreutzer, Thomas Jäger + Elena Iuga
	Mutual Introduction	Project Partners
11h00 – 12h30 (Room 343)	Presentation Guide My W@y – Project	Elena Iuga
	Background, objectives and Outputs overview	Elena Iuga
13h30 – 15h00 (Room 032)	Description of Intellectual Output 3 – Interactive e-Learning Internet Portal	Elena Iuga
	Presentation of the project's logo, website (layout, corporate design), ideas of the website's menu and interactive development	Vida Drašutė + Dovilė Kuznecovaitė
	Description of Intellectual Output 4 – Virtual classroom and e-Counselling dialogues	Elena Iuga
15h30 – 17h00 (Room 343)	Presentation of the virtual classroom and usage of the internal communication blog	Uwe Kohnle + Dr. Katja Bett
	Description of Intellectual Output 1 – Methodology of the concept	Elena Iuga + Prof. Dr. Florian Kreutzer
	Presentation of the basic methodology, its usage and Delphi Questionnaires	Elena Iuga + Prof. Dr. Florian Kreutzer + Dr. Gunhild Loh



	Description of Intellectual Output 2 – Content of the concept	Elena Iuga + Prof. Dr. Florian Kreutzer
	Presentation of 2 content modules and Delphi Questionnaires	Prof. Dr. Florian Kreutzer
Agenda Friday, 24.10.2014		
Time and Place	Agenda item	Held by
08h30 – 10h00	Description of Intellectual Output 2 (Sequel) + Revision and Discussion	Elena Iuga + Prof. Dr. Florian Kreutzer
	Presentation of 5 content modules and Delphi Questionnaires	Prof. Dr. Florian Kreutzer
	Q&A, Brainstorming, Suggestions	Project Partners
10h30 – 12h00	Internal Project Management	Thomas Jäger
	Operative Management until 2 nd Meeting	Elena Iuga
	Status Report presentation	Elena Iuga
	Evaluation and Dissemination	Thomas Jäger
	Next meeting	
13h00 – 14h30	Budget and partner agreements	Thomas Jäger
	Grant distribution	
	Partner agreements	
	Q&A	
15h00 – 15h30	Miscellaneous	Elena Iuga, Prof. Dr. Florian Kreutzer, Thomas Jäger + Project Partners
	Recap discussion	
	Q&A	