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## TRANSNATIONAL PROJECT MEETING TPM3

Meeting venue: Virtual

**09:00–09:15 Welcome and registration of the participations**

**09:15–10:30 Project Management (Ayuntamiento de La Palma del Condado)**

- General overview of the achieved results
- Review of the project schedule
- Quality assessment issues of project
- Financial reporting & Timesheets
- Analysis of partners documents

**10:30–11:30 Intellectual Outputs 2 (Enjoy Italy and All partners)**

- IO 2 Final shape + discussion
- Work plan for finish
- Distribution of tasks to partners, Deadlines

**11:30–12:00 *Coffee Break***

**12:00–13:00 Intellectual Outputs 3 (iED and All partners)**

- IO 3 Final shape + discussion
- Work Plan, distribution of tasks to partners
- Questions and open discussion

**13:00–14:00 Intellectual Outputs 4 (VAEV)**

- IO 4 Deadline
- Work Plan, distribution of tasks to partners
- Questions and open discussion

**14:00–14:30 Sustainability Plan (ISD)**

- Rules, discussing about dissemination methods
- Questions and open discussion

**14:30–14:45 Project management (Ayuntamiento de La Palma del Condado)**

- Planning the next transnational meeting and next Monthly Meeting

**14:45–15:00 Final words, Quality Evaluation of the meeting (All partners)**