Meeting Minutes:

1. In the first week of every month, each EU partner will need to complete the Google Form and list the two courses per month and proposed dates of offering them for the following 2 months.
   * This time however, it will need to be completed by the end of this week (**23/11/2020**) and will be completed for December 2020 and January 2021.
   * In the first week of December 2020, it will then need to be completed for February and March 2021, and so on…
   * UCY will forward the proposed schedule to the Quality Committee and wait for for confirmation whether the dates and times for the online sessions is acceptable.
   * EU partners can access the Google Form here: <https://docs.google.com/forms/d/e/1FAIpQLScD3krC0vI4SOCaWd75bnevKHK0imJhWPtSTgsSkecRyuJZhA/viewform?usp=sf_link>
2. A Google Drive Folder has been created and will be shared with EU partners and persons from the Quality Committee (JO partners).
   * There is a folder for each EU partner.
   * Within each EU partner folder, there will be a folder for the month/year. Now there is a folder for December 2020 and January 2021 only.
   * Each EU partner will then need to upload the materials for each proposed course that they will be presenting in the respective folder (i.e. month/year).
   * Each month/year folder will contain:
     + Materials for course 1
     + Training\_Workshop Action Plan for course 1
     + Peer review form to evaluate Training\_Workshop Action Plan for course 1
     + Trainee Assessment link for course 1
     + Training Evaluation links (for Assessment levels 1 & 2) for course 1
     + Materials for course 2
     + Training\_Workshop Action Plan for course 2
     + Peer review form to evaluate Training\_Workshop Action Plan for course 2
     + Trainee Assessment link for course 2
     + Training Evaluation links (for Assessment levels 1 & 2) for course 2
3. Responsibilities
   * Each EU partner to complete all of the above tasks in the first week of each month. Reminder, that for this month only it would need to be done by **23/11/2020**.
   * Each EU partner to create the folders for the following months and to include all the required files.
   * Each EU partner to create a Google Form with 5 multiple choice questions per course for assessment on the content delivered (i.e. Leve 2 Assessment). These questions will be auto-evaluated in Google Forms.
   * JO Quality Committee members to approve the schedule that will be sent by UCY in the first week of every month.
   * JO Quality Committee members to evaluate the Training\_Workshop Action Plan forms for all courses for the following month. This should be done by the second week of each month. Reminder, that for this month only it would need to be done by **26/11/2020**.
4. General:
   * No restriction on participants.
   * No restriction on course duration.
   * JO Quality Committee members to inform EU partner who will present a course at least 1 week before of number of participants and the EU partner to organize the ZOOM meeting. EU partner will then share the meeting link with JO Quality Committee members who will distribute it to the participants.
   * The schedule below shows when each partner will be presenting courses within the month. This will be a standard that will be adopted each month. Hence, priority should be given to peer reviewing HTWK’s materials first.

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| **Monthly schedule of EU partner presentations** | | |
| **Organisation** | **Assigned week** | **Minimum number of online courses** |
| HTWK | 1st week of the month | 2 |
| Int@E | 2nd week of the month | 2 |
| UCY | 3rd week of the month | 2 |
| ISLA (if needed) | 4th week of the month | 2 |