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*Development of innovative curricula and modules in Circular Economy and Sustainable
Development*

Kick-off meeting minutes

1.3 Internal Communication and Coordination

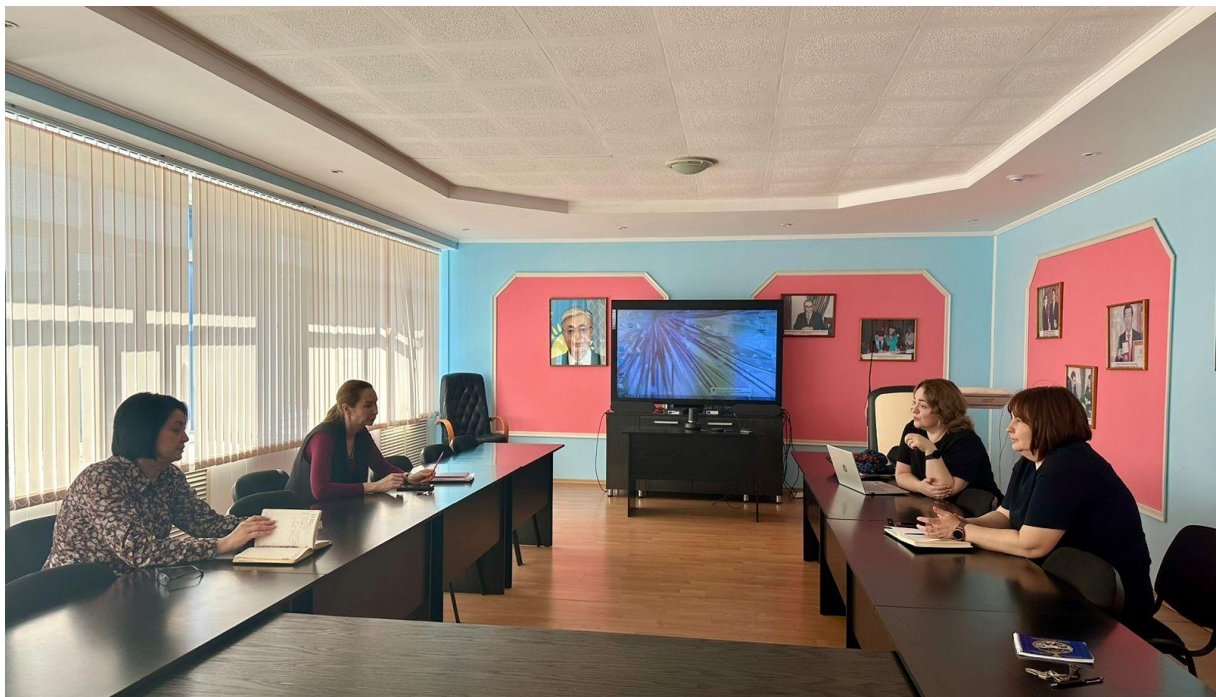
March 26, 2024

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ATTENDANTS

No.	Partner No.	Organisation	Full name	Role
1	P9	KarUK	Galiya Gimranova	Manager
2	P9	KarUK	Oxana Bezler	Manager
3	P9	KarUK	Karina Nevmatullina	Teacher/Researcher
4	P9	KarUK	Svetlana Glazunova	Administrative
5	P9	KarUK	Zariya Aitova	Administrative





Agenda

- Progress report from the previous meeting
- Discussion of the current state of the project
- Distribution of responsibilities and deadlines

Minutes

Current state of the project work

The working group participants presented their results on completed project tasks.

The current state of affairs was analyzed and key tasks that must be completed for the successful implementation of the project were identified.

Key stages and expected results at each of them were identified.

When preparing dissemination reporting, the following key points need to be considered:

Dissemination Objectives: define objectives and reporting structure. What specific results of the research or project do you want to convey to your audience?



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Dissemination Methods: choose the best ways to disseminate information according to your target audience. These could be scientific conferences, publications, presentations, webinars, social networks and others.

Results and Conclusions: prepare information about the results of a study or project for a wider audience, including key conclusions and recommendations made as part of the work.

As part of the dissemination, it is necessary to prepare templates for agreements with partner universities and consortium participants.

After the meeting, actions that need to be taken in the near future were formulated and a work plan for the next stage of the project was drawn up. Participants gave their approval and readiness to complete the assigned tasks.