



Co-funded by
the European Union



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

International Workshop Series to Foster Circular Economy
Education Across Europe and Central Asia



Modules Material
Development



University-Business-
Government Interaction



Share Resources and
Expertise through
Collaborations

WWW.CIRCULEC.TGUK.TJ

Facebook: [circulec](https://www.facebook.com/circulec)

Twitter: [circulec](https://twitter.com/circulec)



Project Coordinator
Zhadyra Konurbaeva
zhkonurbaeva@edu.ektu.kz

Project Manager
Madina Yussubaliyeva
myussubaliyeva@edu.ektu.kz



Meeting Minutes

PROJECT: CirculEC

Date: 17 February 2025

Event Report

Summary of the event

Internal meeting of the university project participants on key activities and upcoming tasks. Discussion of the project implementation plan, responsibilities, and deadlines for assigned tasks. Exchange of views on the progress of syllabus development and preparations for the stakeholder information day.

Discussion on the organization of the training trip, reviewing logistics, participant selection, and expected learning outcomes.

Table of content

Event Report	1
Summary of the Event	2
Attendants	4
Content of the Meeting	5
Following the Discussion, the Participants Agreed on the Following Actions	5
Conclusion	5

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	Yevgeniya Puntus	Teacher/Researcher
5	P9	KarUK	Svetlana Glazunova	Administrative
6	P9	KarUK	Zariya Aitova	Administrative



Content of the Meeting:

The meeting focused on several key topics. The participants discussed the upcoming training trip, addressing organizational issues and confirming the university representatives' participation. Responsibilities for document preparation and logistics were assigned. The tasks within the "Piloting" package implementation plan were reviewed, and key implementation stages were identified. An action plan for achieving set goals was developed. The development of syllabi projects and LLL programs was also addressed, and it was decided that those responsible for AV will create a link for syllabi placement and upload them by 22 February 2025. The main requirements for syllabi and LLL programs were determined. Additionally, the scenario for the stakeholder information day was discussed, with the event scheduled for 27 February 2025. The format of the event and responsible organizers were identified, and it was agreed that potential participant lists must be submitted by 25 February 2025.

Following the discussion, the participants agreed on the following actions:

The responsible for AV will create a link for syllabi placement and upload them by 22 February 2025. A draft Handbook for the package will be developed, reflecting key quantitative and qualitative criteria, by 25 February 2025. The stakeholder information day will be held on 27 February 2025. Potential participant lists must be provided by 25 February 2025.

Conclusion:

The meeting resulted in clear action points to ensure the smooth implementation of the discussed topics. Timelines were established for key tasks, and responsibilities were assigned to ensure their completion. The next steps involve monitoring progress on syllabi uploads, handbook development, and event organization. The next meeting will be scheduled as necessary to review progress and address any emerging issues.