

**Kick-off meeting agenda**  
**Hadzhidimovo, 20-21 February**

**Day 1: 20 February**

**Venue: Municipality of Hadzhidimovo, Main Hall**

Time	Point	In charge
17.00 – 17.30	Welcome – Registration	LB
17.30 – 18.00	Presentation of the Project Partners and participants	All partners
18.00 – 18.30	Project background / Project purpose and Scope	LB
18.30 – 18.45	Coffee break	
18.45 – 19.15	Project plan / main deliverables – timetable	All partners

**Day 2: 21 February**

**Venue: Spa Hotel Katerina** <https://spahotelkaterina.com/>

Time	Point	In charge
10.00 – 10.15	Registration	LB
10.15 – 10.45	Project progress – procurements/sub-contracts/staff	All partners
10.45 – 11.00	Project Communication issues and internal Communication	LB
11.00 – 11.15	Collaboration - Teamwork	All partners
11.15 – 11.30	Any other business	All partners

All tasks related to the project meeting, to be discussed by the project beneficiaries