



MEETING AGENDA

Meeting Name:	Kick-Off Meeting		
Date of Meeting: (MM/DD/YYYY)	7 - 9 May 2018	Time:	09:30 – 18:00
Meeting Host:	Balçova Municipality	Location:	Balçova Municipality, İzmir, Turkey

1. Meeting Objectives

The meeting was hosted by Balçova Municipality, was carried out in İzmir and in the meeting projects objectives and aims have been highlighted, the macro plan has been made, responsibilities have been distributed. Upcoming events have been planned.

In the kick-off, all partners and stakeholders were able to fully understand the objectives of the project, clarify their expectations, be aware of the risks of the project and potential measures, and master the work plans.

2. Meeting Attendances

Name	Organization
Eylem Alan Çetiner	Balçova Municipality
Özlem Köseoğlu	Balçova Municipality
Gökçe Narin	Balçova Municipality
Relja Bobic	Nova Iskra
Tania Santos	Cru Cowork
Germana Girelli	Matera Hub
Esra Gönen Gürsoy	Originn Coworking
Mustafa Memiş	IPEC
Kerime Eskiocak	IPEC
Laura Vantornout	iDrops



3. Sessions and Topics

1. Opening
2. Meeting and presentations, project aims
3. Discussion about the content of the project outputs (O1, O2 and O4)
4. Defining communication and implementation strategy
5. Defining the roles and tools for all partners
6. Documentation and the general rules
7. Planning next stages in the project: timeline, responsibilities and resources

4. Details and Decisions

DAY 1 / 07.05.2019

The project participants were welcomed, settled in the hotel, after the participants rested, they met at Originn Coworking in the evening and had a welcome dinner. Participants of the partner institutions got to know each other and intercultural dialogue was established. The workplaces of Originn Coworking, the training areas of the 3I Internship Center and the office to be established were visited and the partners were provided with an idea on logistics.

DAY 2 / 08.05.2019

1. Opening: All participants came together in the Balçova Municipality meeting hall. Mayor Mehmet ÇALKAYA opened the meeting and talked about the importance of the project at local and European level, explained the needs of local youth, the employment plan of Balçova Municipality and the potential contribution of the project.
2. Meeting and presentations, project aims: The project coordinator received the requests of the representatives to regulate the course of the meeting by re-specifying the flow and topics of the meeting. Later, each representative of the institution introduced himself briefly and expressed his individual expectations and suggestions in this project. Later, representatives made presentations introducing their institutions and projects. They shared good practices associated with youth employment, internship programs and creative industries. The expectations from the 3I project, which were also discussed during the project application, as an institution, and the issues in which they can contribute institutionally, were re-emphasized and a more detailed framework was drawn. Then the project coordinator made a presentation on the main purpose, objectives and activities of the 3I project.
3. Discussion about the content of the project outputs (O1, O2 and O4): Details of the project's intellectual outputs were discussed. The duties and responsibilities regarding the intellectual outputs are shaped.



- The main responsibility of the O1 (3I Strategic Plan) intellectual output will be carried out under the responsibility of IPEC and Originn Coworking. When the first version of the strategic plan is prepared, it will be shared with the partners and they will be asked to give feedback. Evaluations and arrangements will be made in the light of the feedbacks of the partners. The draft template of the strategic plan has been decided. Topics to be included in the strategic plan:

- * 3I Project Scope
- * 3I Aims
- * 3I Programmes and Operation Loop
- * Target Groups of Incubation
- * Team And Stakeholders
- * Situation Analysis
- * Vision And Targets
- * Evaluation And Success Criteria
- * Dissemination And Sustainability

- A Needs Analysis Survey of Companies will be conducted with the participation of companies from all partner countries in order to design the software within the scope of the O2 intellectual output and the software needs will be determined. Each partner will include at least 10 companies from their local area in the research study and inform them about the project. The research will be carried out with a questionnaire prepared on google form, online or by interviewing companies. As part of the survey, Cru Cowork will prepare the questions and other partners will contribute. The draft scope of the questions;

- How the job descriptions and roles of interns in companies are determined and the difficulties companies experience in this regard
- How the trainees report their tasks
- Time management and task tracking needs of the interns
- Online tools used
- How interns' productivity is measured

In line with the reporting of the research results and the feedback of the partners, the software design will be carried out under the responsibility of IPEC.

- The main responsibility of the training contents to be produced within the scope of O4 will be IPEC and Originn, partners will contribute through general drafts.



Following trainings can be added to the 3I training program now or in an advanced stage:

- * Problem Solving Techniques based on Human Centered Design, as part of the non-formal education
- * LinkedIn as the new CV
- * Work Platforms for self-employment/Freelancing

3. Defining communication and implementation strategy:

Communication between partners;

Biletarel Agreements: The agreements signed by the partners. It includes information on roles and responsibilities among project partners and stakeholders, information on management plans, requirements, and management issues approved by all partners and stakeholders. Project stakeholders matrix and Project Work Plan documents prepared within this scope.

Project Handbook and Budget Guide: This guide will include how the partners should use the project budget within the scope of the project goals and Erasmus +, and how to document the activities and expenditures. Materahub and IPEC, who have project experience, will create this guide and project partners will make their contributions through Drive. Deadline: May 25, 2018.

Project Google Calender: A calendar will be created and all project representatives will be included in the calendar in order to track the activities of the project and manage time. Balçova Municipality will create it.

3I Drive File: The "3I Project" drive file of the project will open. A file will be opened for each activity and partner in the file. Project documents for each activity will be uploaded here. Documents to be collaborated will be created here. IPEC will create the file and send information about how to use it to the partners. Deadline: May 12, 2018.

3I Whatsapp Group: A whatsapp group will be created in order to communicate quickly and take action between partners. In this group, institutions will be able to share relevant materials and links with each other in the process. iDrops will be the admin of the group. Deadline: May 12, 2018.

3I Email Group: The email group will be used for all updates and information exchange during the project.

Skype Meetings: One online meeting will be held each month with the participation of all representatives, and more than one meeting can be held during the month if needed. The meeting agenda will be determined in advance and shared in the whatsapp group and updated in line with the demands of the partners. Meeting minutes and todolists for online meetings will be created. Doodle can be used to set meeting dates. IPEC will be responsible for holding these meetings.



Communication with participants and stakeholders;

- Selection Process for the Local Trainings:

Balçova Municipality will open a call for the first participants of the Incubation with the support of the partners. An open call will be at the project website, social media pages and billboards in Balçova.

The participants will make an application by filling out the online form prepared by the partners via the project website. Later, all participants will meet the criteria for age, residence, graduation and job status will be invited to the interviews. Participants who are open to learning and self-improvement from the participants and who are prone to teamwork and who are interested in the fields of vocational education will be selected. These participants are subjected to the English Placement Test. Originn and IPEC will work on the scoring system and the partners will contribute. Orientation training will be given to selected participants.

- Communication during the trainings:

Email Group: To communicate with the participants during the training, to send the training materials, to follow the training program, and to evaluate studies, they will be contacted via email, and will be carried out via 3i.intern@gmail.com.

Whatsapp Group: A whatsapp group will be established for the communication of participants and daily announcements.

One-to-one Mentorship: One-to-one mentorship support will be provided in the 3I office to meet the needs of the participants during their training and to plan their future career. Alternatives for mentor selection will be determined and an online meeting will be held to decide the program with the mentors.

Supportive Team: By establishing a support team, it is appropriate to provide instant support, observation and reporting for the needs of the participants and young people during the trainings. Originn will set up the support team as the training is in Originn.

Visibility and Dissemination Strategy:With the decision of each partner, it has been decided to open the following accounts for visibility and dissemination. The task of opening online tools and creating materials will be under the responsibility of Balçova Municipality. If there is an event, the news on the website will be prepared by the host organization and sent to the coordinator. In cases of inactivity, the coordinator will prepare the news. The coordinator will share the news on the project website and his own website. Partners will be free to translate the news from the website into their own languages.

Website: English and Turkish website of the project will be prepared. The domains www.3intern.com and www.stajmerkezi.com will be used. Balçova Municipality will be responsible.

Social Media: The project's Instagram, Twitter and Youtube accounts will be opened and run by Balçova Municipality.



5. Defining the roles and tools for all partners:

The roles and responsibilities clarified with the bilateral agreement.

6. Documentation and the general rules:

IPEC and Balçova Municipality will follow the documentation process. A KA2 Guide will be prepared by IPEC and share with the partners. Checklists will be used for each activity. The host partner will follow the checklist with the support of the coordinator team. All documents will be upload in Drive. English will be used as main language.

7. Planning next stages in the project: timeline, responsibilities and resources: A timeline in excel shared attached.

Kickoff Meeting / 7 – 9 May 2018

Training Program Preparation / May 2018 – October 2018

Software preparation/ May 2018 – October 2018

Software Testing / November 2018

Evaluation Meeting in Matera / November 2018

Participant Selection Process and preparation / November 2018 – January 2019

Training Program Implementation / February 2019 – May 2019

Internship for 25 participants / July 2019 - October 2019

Final Meeting in Porto / December 2019

Dissemination Events / January 2020 – February 2020

Final Report / March 2020

DAY 3 / 09.05.2019

Attending to Europe Day Event, presenting the 3I project and networking.