



ConstructHER future

Online meeting

Minutes

6th March 2025



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Construcether future (CoHER)

Monthly meeting Minutes

Date: 6th March 2025

Time: 12pm Dublin time/ 1pm CET.

Mode: Microsoft Teams [Meeting link](#)

In Attendance (with Areas of Responsibility)

- *Alberto Teixeira, MORE. Portugal – WP4*
- *Heemanshu Gupta, KYA, Hungary – Dissemination Strategy*
- *Roman Hrudetskyi, LNTU, Ukraine – Digitalization*
- *Dominik Kuban & Kamil Halas, FFI, Poland – WP3*
- *Tetiana Korneiko, LNTU, Ukraine – Communications*
- *Emre Önkibar, Pixie Academy, Turkey – WP2 & WP3*
- *Olena Kuzmak, LNTU, Ukraine – Curriculum Development*
- *Cena & Nemrin, CEKDEV, Turkey – Joint Work on WP2 & WP3 with Pixie*
- *Firan, Pixie Academy, Turkey*
- *Feramelia Contesa, KYA, Hungary*
- *Mary Whitney, Future Cast, Ireland – Project Coordination*
- *Oksana Koshman, Future Cast, Ireland – Project Coordination*

Overview

The CoHER Monthly Project meeting brought together project partners to review key updates, discuss ongoing work packages, and coordinate upcoming activities. Key topics included project management updates, financial and administrative matters, curriculum development, educator training, and dissemination strategies. Partners also reviewed the upcoming mobility to Mugla and the progress on the project website and online platform. Action items were assigned to ensure smooth implementation of tasks, with a focus on quality assurance, branding, and reporting. The next meeting was scheduled to assess initial results and finalize strategic documents.



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Agenda & Meeting Minutes

1. Opening & Welcoming Words (CET 1:00 pm – 1:05 pm)

- Introduction of each partner representative, including name, partner organization, and their field of expertise within the project or organization.

2. Review of Minutes & Actions from the TPM (CET 1:05 pm – 1:15 pm)

- Review of previous meeting minutes and follow-up on pending action items. All actions were reviewed and no outstanding matters to review.

Action	Responsible Person(s)
Travel information pack for first mobility in Turkey	Emre
Bilateral meeting with FFI, Cekdev & Lutsk to discuss WP2 & WP3	Emre & Agnieszka
Mobility dates to be noted 31-4 April Turkey (including travel days) 21-25 July Poland (including travel days)	All partners
WP3- Review presentation from Kamil	All partners
Wassapp Group-Collate numbers and set up wassapp group	Mary

3. WP1 – Project Management (Led by Future Cast) (CET 1:15 pm – 1:45 pm)

WP1 – Project Management – *led by Future Cast*

Grant Agreement Update

Mary Whitney presented the revised schedule for grant payments.

Project Coordinator Meeting with Leargas (National Agency)



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Updates provided regarding conditions for the Project Management Handbook and quality strategy based on recommendations from the National Agency.

Payments

- The first payment will be processed once all partner details are verified and supporting documentation is submitted.

Project Management Handbook

Oksana Koshman presented the draft of the PM Handbook, outlining key sections and objectives.

Next Steps:

- Partners to review and provide feedback.
- The updated draft will be uploaded to the shared drive by March 13.
- The final version will be available by the end of March.

Quality Assurance

Ongoing reporting is required.

Each partner must assign a representative to the project's Quality & Assessment Commission.

Dissemination Strategy (Presented by Heemanshu Gupta)

Key Actions:

- Create a repository of project materials (logos, templates, images, etc.).
- Develop a Brand Book in collaboration with LNTU, coordinated by Oksana Koshman.
- Identify dissemination channels.
- Final dissemination strategy to be ready before the first mobility.
- Formation of a Dissemination Committee with representatives from each partner who have expertise in branding, marketing, and outreach.

Timesheets

Each partner to submit examples to Mary Whitney & Oksana Koshman to develop a standardized project timesheet.

WP2 – Curriculum Development (Led by CEKDEV) (CET 1:45 pm – 2:05 pm)

Curriculum Development Workshop

- Presented by Emre Önkibar.
- Discussion on the agenda and activity plans for Activity 1 and Activity 2.
- Full document uploaded to the shared drive: [Google Drive Link](#).

Partner Task:



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- Each partner to develop their curriculum maps. The update information for the task will be provided by Emre 2 weeks before the activity – before 12th of March.

Mobility to Mugla – Updates

- Presentation by Emre on agenda and schedule:
 - Activity dates: April 1–3, plus 2 travel days.
 - Necessary documentation will be shared in advance – before 12th of March.

Partner Task:

- Submit questions for Emre as comments in the shared document.

WP3 – Educator Training & Development (Led by Fundacja "Fundusz Inicjatyw") (CET 1:05 pm – 1:10 pm)

- Meetings with Lutsk & Pixie
 - Support provided by Emre Önkibar.
 - WP activities have been discussed, and work on mini-course methodology has begun.

Web Development & Online Platform (Lutsk) (CET 1:10 pm – 1:20 pm)

- Presentation by Roman Hrudetskyi.
- Website is being developed on WordPress.
- Official platform launch expected by June 2025.

Summary of the Meeting & Action Items (CET 1:20 pm – 1:30 pm)

Follow-Up Actions:

Action	Responsible Person(s)	Deadline
Upload grant agreement to shared Google Drive	Mary Whitney	ASAP
Send PA, Payment request form to all Partners	Mary Whitney	ASAP
Quality strategy to be drafted	Mary Whitney & Lutsk	End of April
Submit contact details of all key personnel (name, role, work package, email)	Oksana Koshman	March 13, 2025
Create a volunteer template for commissions on dissemination, quality, and reporting	Mary Whitney	March 15, 2025



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Provide sample feedback forms for mobility participants (logistics, communication, workshops, sustainability)	Emre Önkibar	March 20, 2025
Develop the Brand Book (logos, social media templates, hashtags, fonts)	Coordinated by Oksana Koshman, Executed by LNTU & Heemanshu Gupta	April 1, 2025
Share timesheet templates from previous projects for review	All Partners	March 15, 2025
Provide activity details for breakout sessions and group discussions in advance	Emre Önkibar	March 20, 2025
Upload Dissemination Strategy document to shared drive	Heemanshu Gupta	March 25, 2025

Next Meeting

- **Date:** April 10, 2025 @1pm CET
- **Mode:** Online (Microsoft Teams)- Link to follow
- **Agenda:**
 - Review of WP2 & WP3 progress.
 - Finalization of the Dissemination Strategy.
 - Presentation of the **Project Brand Book**.
 - WP4 & WP5 updates.
 - Review of the **Quality & Assessment Strategy**.



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CoHER Monthly Project meeting

01:21:10

Chat People 14 Raise React View Notes Apps More Camera Mic Share Leave

Participants

Type a name

Share invite

KH Kami, H. (FFI) (Unverified)

MW Mary Whitney
Organiser

N nermin (Unverified)

OK Olena Kuzmak (External)

RH Roman Hrudetskyi (External)

S sena (Unverified)

TK Tetiana Korneiko (External)

KB Ковальчук Надія Віт... (External)

Others invited (1)

I inter_ldtu@ukr.net (External)

No response

1/2



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