ConstructHER future

Online meeting

Minutes

10th April 2025

Co-funded by
the European Union

This project has been funded with support from the European Commission. The author is solely responsible for this publication (communication) and the Commission accepts no responsibility for any use may be made of the information contained therein. In compliance of the new GDPR framework, please note that the Partnership will only process your personal data in the sole interest and purpose of the project and without any prejudice to your rights.

Constructher future (CoHER)
Monthly meeting Minutes

Date: *10th April 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, FFI, Poland – WP3*
- *Agnieszka Stawiszyńska, FFI, Poland – WP3*
- *Tetiana Korneiko, LNTU, Ukraine – Communications*
- *Emre Önkibar, Pixie Academy, Turkey – WP2 & WP3*
- *Olena Kuzmak, LNTU, Ukraine – Curriculum Development*
- *Marieta Edzier, CEKDEV, Turkey – Joint Work on WP2 & WP3 with Pixie*
- *Komal Gupta, KYA, Hungary – Dissemination Strategy*
- *Mary Whitney, Future Cast, Ireland – Project Coordination*
- *Oksana Koshman, Future Cast, Ireland – Project Coordination*
- *Kamil Hałas, FFI, Poland – WP3*
- *Servin, CEKDEV, Turkey – Joint Work on WP2 & WP3 with Pixie*
- *Olena Mikulich, LNTU, Ukraine – Curriculum Development*

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 results of recent mobility to Mugla and the progress on the project website and online platform. Action items were assigned to ensure smooth implementation

Co-funded by the European Union

This project has been funded with support from the European Commission. The author is solely responsible for this publication (communication) and the Commission accepts no responsibility for any use may be made of the information contained therein. In compliance of the new GDPR framework, please note that the Partnership will only process your personal data in the sole interest and purpose of the project and without any prejudice to your rights.

of tasks, with a focus on quality assurance, branding, and reporting. The next meeting was scheduled to assess initial results and finalise strategic documents.

Agenda & Meeting Minutes

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

- Introduction of new partners' representatives, including name, partner organisation, 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)	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

Co-funded by the European Union

This project has been funded with support from the European Commission. The author is solely responsible for this publication (communication) and the Commission accepts no responsibility for any use may be made of the information contained therein. In compliance of the new GDPR framework, please note that the Partnership will only process your personal data in the sole interest and purpose of the project and without any prejudice to your rights.

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

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

WP1 – Project Management – *led by Future Cast*

Project Management Handbook

Oksana Koshman presented the draft of the Project Management (PM) Handbook, outlining the key sections, objectives, and all updates made based on partners' suggestions.

Next Steps:

- Partners to review and provide feedback on the final version.
- The updated draft will be uploaded to the shared drive by **April 14**.
- The final version will be available by **April 18**.

Timesheets

- The final timesheet template was presented and discussed with partners.
- It was agreed that timesheets will be completed quarterly throughout the project. The first set of timesheets will be filled in and submitted to the project coordinator for review by the end of **May 2025**.

Co-funded by the European Union

This project has been funded with support from the European Commission. The author is solely responsible for this publication (communication) and the Commission accepts no responsibility for any use may be made of the information contained therein. In compliance of the new GDPR framework, please note that the Partnership will only process your personal data in the sole interest and purpose of the project and without any prejudice to your rights.

Start of Dissemination.

Mary Whitney gave a few suggestions on the starting of activities on social media. Most of partners have already shared their insights after the mobility in Dalaman on their social media resources.

Quality Assurance

Ongoing reporting is required.

All the evidence of participation in mobility in Turkey (boarding passes, hotel receipts) should be downloaded on the share Drive by 18th of April.

WP2 – Curriculum Development (Led by CEKDEV and Pixie) (CET 1:20 pm – 1:25 pm)

Curriculum Development Workshop Summary

- Presented by Emre Önkibar.
- Outcomes of A1 and A2 briefly presented.
- Full documents with minutes for A1 and A2 and final report will be uploaded on the share drive by 19th of April.

Summary for Mobility to Mugla

- Presentation by Emre:
  - Module task procedure will be provided regarding the involvement partners into creating of modules.
  - Additionally, will be created a guide regarding each country specific language.

WP3 – Educator Training & Development (Led by Fundacja "Fundusz Inicjatyw") (CET 1:25 pm – 1:35 pm)

Activities in WP3

Presented by Agnieszka Stawiszyńska.

- WP activities have been discussed, and work on the mini-course methodology has begun.
- By the end of April, templates will be provided to all partners so they can complete the necessary tasks prior to the mobility in Lublin.
- The Info pack for upcoming activities in Lublin is downloaded on a share drive https://drive.google.com/file/d/185dx1FAF0f6wyhq6lJaM9CtEiVdBUJNk/view?usp=drive_link

---

Co-funded by the European Union

This project has been funded with support from the European Commission. The author is solely responsible for this publication (communication) and the Commission accepts no responsibility for any use may be made of the information contained therein. In compliance of the new GDPR framework, please note that the Partnership will only process your personal data in the sole interest and purpose of the project and without any prejudice to your rights.

Web Development & Online Platform (Lutsk) (CET 1:35 pm – 1:40 pm)

- The official platform launch is scheduled for **April 18, 2025**.
- **LNTU** will provide guidance on how partners should submit feedback after the launch, to support further platform improvements.

Activities in WP4 (MORE) (CET 1:40 pm – 1:50 pm)

Presented by *Alberto Teixeira*.

- WP activities have been discussed, and responsibilities between the co-leader partners have been divided.
- An overview of all planned activities was provided, including the one scheduled for **November in Portugal**.
- The number of participants has been allocated among all partners.
- Alberto presented possible platform alternatives. Partners suggested identifying a solution that enables both usage and, importantly, effective participant engagement on a single platform.

Summary of the Meeting & Action Items (CET 1:50 pm – 2 pm)

Follow-Up Actions:

Co-funded by the European Union

This project has been funded with support from the European Commission. The author is solely responsible for this publication (communication) and the Commission accepts no responsibility for any use may be made of the information contained therein. In compliance of the new GDPR framework, please note that the Partnership will only process your personal data in the sole interest and purpose of the project and without any prejudice to your rights.

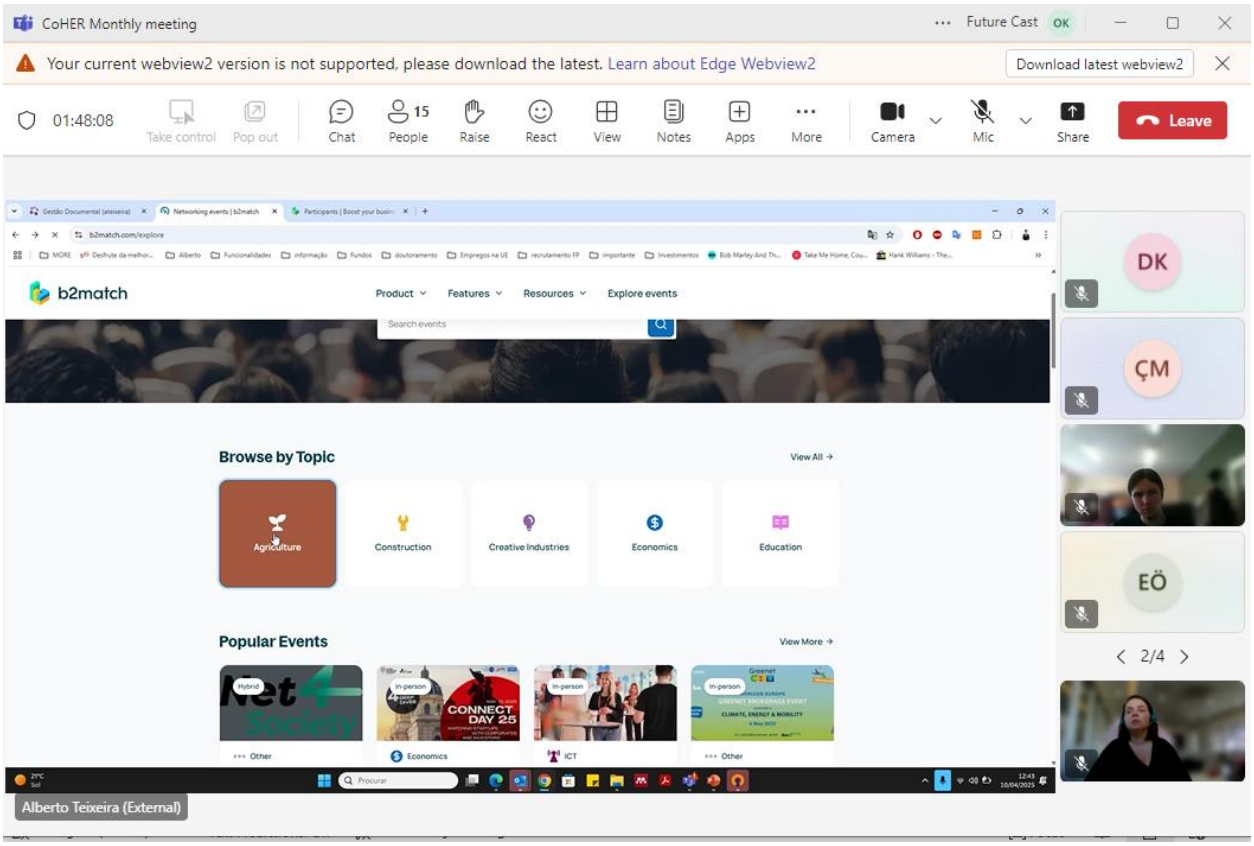
Action	Responsible	Timing
Download the final version of the Project Handbook draft	Oksana Koshman	14/04/2025
Provide feedback on the Project Handbook (all partners)	all partners	18/04/2025
Share timesheets and instructions with all partners	Oksana Koshman	14/04/2025
Share detailed project budget and Work Package (WP) breakdown with Steering Committee members	Oksana Koshman	14/04/2025
Finalize and share the final report and minutes for A1 and A2 activities in Dalaman	Emre Onkibar	18/04/2025
Launch the online platform	LNTU	18/04/2025
Share the guidance document: *"How to Provide Feedback"*	LNTU	18/04/2025
Share templates for partners to begin WP3 activities	FFI	30/04/2025
Download all evidence related to the mobility event in Dalaman	all partners	18/04/2025
Initiate dissemination activities on social media	all partners	30/04/2025
Share the draft version of the Dissemination Strategy	KYA	14/04/2025
Provide templates aligned with the checklist (including branding and identity)	LNTU	25/04/2025

Next Meeting

- ***Date: May 8, 2025 @1pm CET***
- ***Mode:*** *Online (Microsoft Teams)- Link to follow*
- ***Agenda:***
  - *Review of WP2 & WP3 progress.*
  - *Finalisation of the Dissemination Strategy.*
  - *WP4 & WP5 updates.*
  - *Review of the* ***Quality & Assessment Strategy****.*
  - *Discuss sustainability efforts on different phases of the project.*

Co-funded by the European Union

This project has been funded with support from the European Commission. The author is solely responsible for this publication (communication) and the Commission accepts no responsibility for any use may be made of the information contained therein. In compliance of the new GDPR framework, please note that the Partnership will only process your personal data in the sole interest and purpose of the project and without any prejudice to your rights.



Co-funded by the European Union

This project has been funded with support from the European Commission. The author is solely responsible for this publication (communication) and the Commission accepts no responsibility for any use may be made of the information contained therein. In compliance of the new GDPR framework, please note that the Partnership will only process your personal data in the sole interest and purpose of the project and without any prejudice to your rights.