Project acronym	Project title
BR⊖GHT	**Boosting the scientific excellence and innovation capacity of 3D printing methods in pandemic period**

Meeting title	
Transnational Projects Meeting – Kick of Meeting	

Host / Organizer	Location	Date
Răzvan Păcurar (UTCN)	GoTo Meeting/ TEAMS	19.03.2021

Participants	Organization	Number
Razvan Pacurar, Dan Stan, Cristina Borzan	UTCN, RO	3
Milos Simonovic, Aleksander Miltenovic, Nikola Vitkovic	UNIVERZITET U NISU, RS	3
Peter Kostal, Vanesa Prajova	STU, SK	2
Sven Maricici, Kristina Hlavati Bertoncelj	JURJA DOBRILE U PULI, HR	2
Remigiusz Labudzki	POLITECHNIKA POZNANSKA, PL	1
Mate Babic, Senka Babic	B. M. Plast d.o.o. , HR	2
Branislav Rabara, Dagmar Sedlakova	BIZZCOM s.r.o., SK	2
	Total:	15

	Preparations	
#	**Notes**	**Responsible**
1	All given times are Romanian times.	All
2	Please strictly follow the time slots allocated to you.	All
3	Responsible of the agenda item must compile all the existing results beforehand and present them. We shall only discuss the open issues and next actions.	All
4	It is recommended to use camera so we can see each other.	All
5	Please use headphone and microphone to avoid noise.	All
6	Keep yourself muted if not speaking.	All

	Agenda		
#	**Item**	**Responsible**	**Time**
0	Start the meeting	Prof.dr.eng. Dan MÂNDRU Razvan Pacurar (UTCN)	10:00
1	Partners presentation	All	10:10
2	Information from Erasmus agency /Bilateral contracts and annexes	Razvan Pacurar (UTCN)	10:45
3	Project management	Razvan Pacurar (UTCN)	11:00
4	Role of the leaders of intellectual Outputs	Razvan Pacurar (UTCN)	11:30
5	Coffee break		11:45
6	Validation of the distribution of tasks for each partner	All	12:00
7	Q&A with partners comments and discussions on the possibility of formation micro-working groups	All	13:00
8	Lunch break		13:15
8	Financial and administration rules	Sergiu Stan (UTCN)	14:00
9	Communication, Dissemination and Exploitation	Razvan Pacurar (UTCN)	14:30
10	Project implementation in the partner institutions	All	15:00
11	Setting updates, tasks and responsibilities	Razvan Pacurar (UTCN) Prof. Milos Simonovic (Serbia)	15:15
12	Q&A with partners comments and discussions about financial, dissemination, implementation	All	15:30
13	Final conclusions	All	16:00

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	Minutes and actions		
#	**Item**	**Responsible**	**Type**
1	All the partners will try as soon as possible to make all the efforts in order to sign the agreements contracts with UTCN. The status is as follows: -We are waiting for the legal signatures from the Romania Erasmus Agency.	All	Action Info
2	After signing the contracts, all the partners will be able to realize the labor contract for the persons engaged in the project and will send a list of persons hired to Razvan. The timesheets should be delayed because more time is required for signing the contracts.	All	Info Action
3	Discussions of validation of the distribution of tasks regarding the Intellectual Outputs and the plan for each activity were presented by each partner.	All	Info Action
4	The financial and administration rules were presented by Dan Sergiu Stan.	All	Info
5	The multiplier events were presented by Razvan Pacurar.	All	Info
6	Each partner was presented the project implementation in their institution.	All	Info
7	The responsibilities, tasks and updates were presented by Razvan Pacurar and Prof. Milos Simonovic; website and logo, urgent aspects regarding intellectual output IO1. Was discussed the next possible meeting to discuss the aspects of the IO1 and the deadlines. Were discussed informations regarding the next Learning Teaching Training activity (summer school at the TUCN).	All	Info
8	The discussions for intellectual outputs progress and project promotions activities were postponed for the next meeting, and the most urgent aspect until then is to sign the contracts agreements between partners.	All	Info

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