



1st Call for H.F.R.I. Research Projects for the Support of Faculty Members and Researchers and the Procurement of high-cost Research Equipment

PROJECT TITLE

**CREATIVE MULTILINGUALISM: FROM PRACTICE TO
RESEARCH TO EDUCATION (MEinART)**

PROJECT NUMBER

HFRI-FM17-710

HOST INSTITUTION

UNIVERSITY OF THESSALY

PRINCIPAL INVESTIGATOR

GEORGE ANDROULAKIS

DELIVERABLE 7

PROJECT MEETINGS

AND WORKSHOPS

MINUTES

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1. Introduction – List of Meetings Held

The project “Creative Multilingualism: from practice to research to education” (MEinART) focuses on two socially critical aspects of inclusion and social cohesion: multilingualism in relation to refugee communities in Greece and women's search for identity through creativity and the use of modern technology and communication media. MEinART project bridges creativity and multilingualism focusing on gender mainstreaming. The research team of Greek Language and Multilingualism Lab that consists of members working in different places of Europe as a result of the so-called 'brain drain', in cooperation with scholars from the UK, experts in the field of multilingualism and arts-based methodologies undertook cutting edge research to shed light on underresearched and underprivileged aspects of women's multilingual identities.

During the first half of the project's lifetime, a thorough and multilateral review of literature and relevant practices has been undertaken, and arts-based and technology-based techniques have been developed, and in the framework of MEinART alternative educational spaces have been designed and implemented. Employing participatory arts-based and ICT-based methodologies, the project MEinART provides alternative educational spaces of empowerment, where women with a refugee background working together with local women are going to self-narrate, contest dominant discourses and representations imposed on them and finally rediscover themselves, reimagine their lives through artful and creative artworks and individual or group performances. The project offers alternative ways of thinking and doing research especially when working with target-groups that have been silenced and undermined. In this context, arts-based research and educational praxis as well as the potential of the digital spaces that question conventional concepts of time and place and give prominence to creative thought processes, serve as anti-oppressive anti-meters towards a social justice change for all the participants in this project, and in particular towards valorizing women's multilingual and multicultural identities shaping finally a “reverse discourse” that ensures ‘care of the self’ for every woman.

The outbreak of the COVID-19 pandemic necessitated the request for a 6-month extension of the project, as well as a partial redesign of the research protocol. The pandemic brought about major changes in all areas and highlighted or exacerbated inequalities that already existed. Complex challenges, related to the constraints of the pandemic, but also the stereotypes and discrimination that these constraints (re)triggered, emerged in the research in order to safeguard the rights and dignity of refugee women, but also to maintain scientific rigor. Personal, face-to-face research became particularly complicated. Part of the project's research reflection shifted to the ethical and methodological issues of qualitative research with the project's target audience, always with a focus on culture and creativity as reflective processes. From a methodological perspective, the reliability of more flexible and remote approaches

needs to be tested, as does the management of risk and danger, and the acceptability of remote, digital data collection.

During the first half of the project's lifetime (April 2020 to December 2021) the following projects meetings were held, all in hybrid form, that is combining face-to-face and remote, online participation:

List of Project Meetings

Code - Meeting Name	Date
MS1.1 - Launch of management and communication tool, kickoff meeting	10 April 2020
MS1.2 - First WP Leaders Meeting	8 May 2020
MS1.3 - First Plenary Project Team Meeting	26 June 2020
MS1.4 - Second WP Leaders Meeting	16 October 2020
MS1.5 - Second Plenary Project Team Meeting	2 April 2021
MS1.6 - Third WP Leaders Meeting	24 September 2021
MS1.7 - Budget Meeting with Financial Officers	26 November 2021

2. MS1.1 - Launch of management and communication tool, kickoff meeting: Agenda and Minutes

MEETING AGENDA 1

Meeting Name:	<i>Launch of management and communication tool, kickoff meeting</i>		
Date of Meeting: (MM/DD/YYYY)	10 April 2020	Time:	11.00-18.00
Meeting Facilitator:	George Androulakis	Location:	GLML and online (Teams)

1. Meeting Objective

The purpose of the project kickoff meeting is to get the project off the ground and officially get started on the project work, to make clear the objectives, content and outputs of the project.

2. Attendees

Name	Affiliation	Role in the Project	E-mail
George Androulakis	Professor, University of Thessaly	Project Manager	androulakis@uth.gr
Lena Gana	Assistant Professor, University of Thessaly	WP2 Leader	egana@uth.gr
Vasilis Kollias	Assistant Professor, University of Thessaly	WP3 Leader	vkollias@uth.gr
Evgenia Vasilaki	Assistant Professor, University of Thessaly	WP4 Leader	evasilaki@uth.gr
Maria Papadopoulou	Associate Professor, Aristotle University of Thessaloniki	WP5 Leader	mpapadopoulou@nured.ath.gr
Lida Stergiou	Associate Professor, University of Ioannina	WP6 Leader	Lidaster00@gmail.com
Nikos Chaniotakis	Associate Professor, University of Thessaly	WP7 Leader	chaniot@uth.gr
Marina Vihou	Assistant Professor, University of Athens	WP8 Leader	mvihou@frl.uoa.gr
Roula Kitsiou	Postdoc Researcher	Co-Investigator	roulakit@gmail.com
Sofia Tsioli	Postdoc Researcher	Co-Investigator	sofia.tsioli@gmail.com
Christina Eftymiadou	Lecturer, University of Bristol	Co-Investigator	xristina1990x@windowslive.com
Eftychia Damaskou	PhD Candidate, University of Thessaly	Co-Investigator	e_damaskou@yahoo.gr
Karolina Rakitzi	PhD Candidate, University of Thessaly	Co-Investigator	mcarol@windowslive.com
Mariarena Malliarou	PhD Candidate, University of Thessaly	Co-Investigator	Mall_mar@hotmail.com

Iro-Maria Pantelouka	Postgraduate Student, University of Thessaly	Technical and Administrative Personnel	Iro-maria@hotmail.com
Argyro Skourmalla	Postgraduate Student, Hellenic Open University	Technical and Administrative Personnel	argie.skourmalla@gmail.com

3. Meeting Agenda

Topic	Owner	Time
Opening and welcome, outline of the project	Androulakis	11.00-12.00
Management structure and tools	Pantelouka	12.00-13.30
Lunch Break	All	13.30-14.30
Quality Assessment – Dissemination - Impact	Androulakis	14.30-16.00
WP2 Current theory and practice	Kitsiou, Tsioli, Gana	16.00-17.30
COVID-19	Papadopoulou	17.30-18.00

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Prepared by
Project proposal	Tsioli
Project budget	Androulakis
Meetings Schedule	Skourmalla
Project Handbook	Kitsiou
MS Teams Manual and Tutorial	Pantelouka

MEETING MINUTES 1

Meeting/Project Name:	<i>Launch of management and communication tool, kickoff meeting</i>		
Date of Meeting: (MM/DD/YYYY)	10 April 2020	Time:	11.00-18.00
Minutes Prepared By:	Roula Kitsiou	Location:	GLML and online (Teams)
1. Meeting Objective			
The purpose of the project kickoff meeting is to get the project off the ground and officially get started on the project work, to make clear the objectives, content and outputs of the project.			
2. Attendance at Meeting			
Name	Affiliation	Role in the project	Email
George Androulakis	Professor, University of Thessaly	Project Manager	androulakis@uth.gr

Meeting/Project Name:	<i>Launch of management and communication tool, kickoff meeting</i>		
Date of Meeting: (MM/DD/YYYY)	10 April 2020	Time:	11.00-18.00
Minutes Prepared By:	Roula Kitsiou	Location:	GLML and online (Teams)
Lena Gana	Assistant Professor, University of Thessaly	WP2 Leader	egana@uth.gr
Vasilis Kollias	Assistant Professor, University of Thessaly	WP3 Leader	vkollias@uth.gr
Evgenia Vasilaki	Assistant Professor, University of Thessaly	WP4 Leader	evasilaki@uth.gr
Maria Papadopoulou	Associate Professor, Aristotle University of Thessaloniki	WP5 Leader	mpapadopoulou@nu red.auth.gr
Lida Stergiou	Associate Professor, University of Ioannina	WP6 Leader	Lidaster00@gmail.co m
Nikos Chaniotakis	Associate Professor, University of Thessaly	WP7 Leader	chaniot@uth.gr
Marina Vihou	Assistant Professor, University of Athens	WP8 Leader	mvihou@frl.uoa.gr
Roula Kitsiou	Postdoc Researcher	Co-Investigator	roulakit@gmail.com
Sofia Tsioli	Postdoc Researcher	Co-Investigator	sofia.tsioli@gmail.co m
Christina Eftymiadou	Lecturer, University of Bristol	Co-Investigator	xristina1990x@wind owslive.com
Eftychia Damaskou	PhD Candidate, University of Thessaly	Co-Investigator	e_damaskou@yahoo. gr
Karolina Rakitzi	PhD Candidate, University of Thessaly	Co-Investigator	mcarol@windowsliv e.com
Mariarena Malliarou	PhD Candidate, University of Thessaly	Co-Investigator	mall_mar@hotmail.c om
Iro-Maria Pantelouka	Postgraduate Student, University of Thessaly	Technical and Administrative Personnel	iro- maria@hotmail.com
Argyro Skourmalla	Postgraduate Student, Hellenic Open University	Technical and Administrative Personnel	argie.skourmalla@g mail.com

Meeting/Project Name:	Launch of management and communication tool, kickoff meeting				
Date of Meeting: (MM/DD/YYYY)	10 April 2020	Time:	11.00-18.00		
Minutes Prepared By:	Roula Kitsiou	Location:	GLML and online (Teams)		
3. Agenda and Notes, Decisions, Issues					
Topic		Owner	Time		
Opening and welcome, outline of the project. Get acquainted with the project’s WPs / Define everybody;s involvement		Androulakis	11.00-12.00		
Management structure and tools		Pantelouka	12.00-13.30		
Project Handbook		Androulakis	14.30-16.00		
MS Teams Manual and Tutorial		Kitsiou, Tsioli, Gana	16.00-17.30		
COVID-19		Papadopoulou	17.30-18.00		
4. Action Items					
Action		Owner	Due Date		
Produce an update of the needs analysis for target population.		Tsioli	30/09/2020		
Compose literature review and analyse identified practices		Rakitz, Malliarou	31/12/2020		
Produce an internal report on possible COVID-19 consequences		Chaniotakis	30/06/2020		
Prepare handbooks for the capacity building WP		Kitsiou	30/09/2020		
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	8 May 2020	Time:	11.00-18.00	Location:	GLML and online
Objective:	First WP Leaders Meeting				

3. MS1.2 – First WP Leaders Meeting

MEETING AGENDA 2

Meeting Name:	<i>First WP Leaders Meeting</i>		
Date of Meeting: (MM/DD/YYYY)	8 May 2020	Time:	11.00-18.00
Meeting Facilitator:	George Androulakis	Location:	GLML and online (Teams)

1. Meeting Objective

The Meeting 2 has two main objectives: a) to precise the context and outline of WP2, and its links with the forthcoming WPs of the project; b) to examine the consequences of the COVID-19 pandemic for the project's content, research and intervention processes, and outcomes.

2. Attendees

Name	Affiliation	Role in the project	Email
George Androulakis	Professor, University of Thessaly	Project Manager	androulakis@uth.gr
Lena Gana	Assistant Professor, University of Thessaly	WP2 Leader	egana@uth.gr
Vasilis Kollias	Assistant Professor, University of Thessaly	WP3 Leader	vkollias@uth.gr
Evgenia Vasilaki	Assistant Professor, University of Thessaly	WP4 Leader	evasilaki@uth.gr
Maria Papadopoulou	Associate Professor, Aristotle University of Thessaloniki	WP5 Leader	mpapadopoulou@nu red.ath.gr
Lida Stergiou	Associate Professor, University of Ioannina	WP6 Leader	Lidaster00@gmail.com
Nikos Chaniotakis	Associate Professor, University of Thessaly	WP7 Leader	chaniot@uth.gr
Marina Vihou	Assistant Professor, University of Athens	WP8 Leader	mvihou@frl.uoa.gr
Roula Kitsiou	Postdoc Researcher	Co-Investigator	roulakit@gmail.com
Sofia Tsioli	Postdoc Researcher	Co-Investigator	sofia.tsioli@gmail.com
Karolina Rakitzi	PhD Candidate, University of Thessaly	Co-Investigator	mcarol@windowslive.com
Mariarena Malliarou	PhD Candidate, University of Thessaly	Co-Investigator	mall_mar@hotmail.com
Iro-Maria Pantelouka	Postgraduate Student, University of Thessaly	Technical and Administrative Personnel	iro-maria@hotmail.com

3. Meeting Agenda

Topic	Owner	Time
WP2 Preparation	Gana	11.00-13.00
Links between the project's WPs	Tsioli	13.00-14.00
Lunch Break	All	14.00-15.00
COVID-19 update and discussion on the impact on the project	Androulakis	15.00-17.00
Administrative and financial issues	Androulakis	17.00-18.00

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Prepared by
Project Schedule with Milestones	Rakitzis
Project Summary	Kitsiou
Project Matrix: Participants and tasks	Tsioli
Quality Assurance Handbook	Chaniotakis

MEETING MINUTES 2

Meeting/Project Name:	<i>First WP Leaders Meeting</i>		
Date of Meeting: (MM/DD/YYYY)	8 May 2020	Time	11.00-18.00
Minutes Prepared By:	Sofia Tsioli	Location:	GLML and online (Teams)
1. Meeting Objective			
The Meeting 2 has two main objectives: a) to precise the context and outline of WP2, and its links with the forthcoming WPs of the project; b) to examine the consequences of the COVID-19 pandemic for the project's content, research and intervention processes, and outcomes.			
2. Attendance at Meeting			
Name	Affiliation	Role in the project	Email
George Androulakis	Professor, University of Thessaly	Project Manager	androulakis@uth.gr
Lena Gana	Assistant Professor, University of Thessaly	WP2 Leader	egana@uth.gr
Vasilis Kollias	Assistant Professor, University of Thessaly	WP3 Leader	vkollias@uth.gr
Evgenia Vasilaki	Assistant Professor, University of Thessaly	WP4 Leader	evasilaki@uth.gr
Maria Papadopoulou	Associate Professor, Aristotle University of Thessaloniki	WP5 Leader	mpapadopoulou@nured.auth.gr
Lida Stergiou	Associate Professor, University of Ioannina	WP6 Leader	Lidaster00@gmail.com
Nikos Chaniotakis	Associate Professor, University of Thessaly	WP7 Leader	chaniot@uth.gr
Marina Vihou	Assistant Professor, University of Athens	WP8 Leader	mvihou@frl.uoa.gr
Roula Kitsiou	Postdoc Researcher	Co-Investigator	roulakit@gmail.com
Sofia Tsioli	Postdoc Researcher	Co-Investigator	sofia.tsioli@gmail.com
Karolina Rakitzis	PhD Candidate, University of Thessaly	Co-Investigator	mcarol@windowslive.com

Meeting/Project Name:	First WP Leaders Meeting				
Date of Meeting: (MM/DD/YYYY)	8 May 2020	Time	11.00-18.00		
Minutes Prepared By:	Sofia Tsioli	Location:	GLML and online (Teams)		
Mariarena Malliarou	PhD Candidate, University of Thessaly	Co-Investigator		mall_mar@hotmail.com	
Iro-Maria Pantelouka	Postgraduate Student, University of Thessaly	Technical and Administrative Personnel		iro-maria@hotmail.com	
3. Agenda and Notes, Decisions, Issues					
Topic		Owner		Time	
WP2 Preparation		Gana		11.00-13.00	
Links between the project’s WPs		Tsioli		13.00-14.00	
COVID-19 update and discussion on the impact on the project		Androulakis		15.00-17.00	
Administrative and financial issues		Androulakis		17.00-18.00	
4. Action Items					
Action		Owner		Due Date	
WP2, Deliverables D9 and D10 The aim of WP2 is delivering evidence-based reports; This implies the creation of an evidence base on similar projects and practices, and providing appropriate input for WPs 3, 4 and 5.		Gana		31/12/2020	
COVID-19 update and discussion on the impact on the project Detailed provisions to be included in Deliverable 1: Detailed Risk Management Plan		Androulakis		31/07/2020	
Administrative and financial issues Financial Management Guide to be explained to all team members		Rakitzi		31/05/2020	
Administrative and financial issues Project Handbook to be updated		Malliarou		30/06/2020	
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	26 June 2020	Time:	10.00-16.00	Location:	GLML and online
Objective:	First Plenary Project Meeting				

4. MS1.3 – First Plenary Project Meeting

MEETING AGENDA 3

Meeting Name:	<i>First Plenary Project Meeting</i>		
Date of Meeting: (MM/DD/YYYY)	26 June 2020	Time:	11.00-18.00
Meeting Facilitator:	George Androulakis	Location:	GLML and online (Teams)

1. Meeting Objective

The objective of the First Plenary project Meeting was to define a roadmap towards the intended outcomes and impact of the project, increasing the sense of belonging and property for project team members. Particular attention is given to the new world context after the breakthrough of the COVID-19 pandemic, which affects greatly the field and the target group of the project.

2. Attendees

Name	Affiliation	Role in the project	Email
George Androulakis	Professor, University of Thessaly	Project Manager	androulakis@uth.gr
Lena Gana	Assistant Professor, University of Thessaly	WP2 Leader	egana@uth.gr
Vasilis Kollias	Assistant Professor, University of Thessaly	WP3 Leader	vkollias@uth.gr
Evgenia Vasilaki	Assistant Professor, University of Thessaly	WP4 Leader	evasilaki@uth.gr
Maria Papadopoulou	Associate Professor, Aristotle University of Thessaloniki	WP5 Leader	mpapadopoulou@nu red.ath.gr
Lida Stergiou	Associate Professor, University of Ioannina	WP6 Leader	Lidaster00@gmail.co m
Nikos Chaniotakis	Associate Professor, University of Thessaly	WP7 Leader	chaniot@uth.gr
Marina Vihou	Assistant Professor, University of Athens	WP8 Leader	mvihou@frl.uoa.gr
Marita Paparousi	Associate Professor, University of Thessaly	Faculty Advisor	mpaparou@uth.gr
Richard Fay	Senior Lecturer, University of Manchester	Faculty Advisor	frjfay@aol.com
Katja Frimberger	Lecturer, University of Strathclyde, Glasgow	Faculty Advisor	katja.frimberger@str ath.ac.uk
Lou Harvey	Lecturer, University of Leeds	Faculty Advisor	L.T.Harvey@leeds.ac. uk
Roula Kitsiou	Postdoc Researcher	Co-Investigator	roulakit@gmail.com
Sofia Tsioli	Postdoc Researcher	Co-Investigator	sofia.tsioli@gmail.co m

Christina Eftymiadou	Lecturer, University of Bristol	Co-Investigator	xristina1990x@wind owslive.com
Eftychia Damaskou	PhD Candidate, University of Thessaly	Co-Investigator	e_damaskou@yahoo. gr
Karolina Rakitzi	PhD Candidate, University of Thessaly	Co-Investigator	mcarol@windowsliv e.com
Mariarena Malliarou	PhD Candidate, University of Thessaly	Co-Investigator	mall_mar@hotmail.c om
Anthemis Raptopoulou	PhD Candidate, University of Stockholm	Researcher	anthemis.raptopoulo u@gmail.com
Eirini Ntasiou	PhD Candidate, University of Cologne	Researcher	eintasiou@hotmail.g r
Anna Manolaki	PhD Candidate, University of Luxembourg	Researcher	annamanolaki@gmai l.com
Evilena Manoli	PhD Candidate, University of Luxembourg	Researcher	manolihe@gmail.co m
Iro-Maria Pantelouka	Postgraduate Student, University of Thessaly	Technical and Administrative Personnel	iro- maria@hotmail.com
Argyro Skourmalla	Postgraduate Student, Hellenic Open University	Technical and Administrative Personnel	argie.skourmalla@g mail.com
Christoforos Karachristos	IT Expert	Technical and Administrative Personnel	karachrist@eap.gr
Ioannis Kalemis	IT Expert	Technical and Administrative Personnel	ikalemis@eap.gr

3. Meeting Agenda

Topic	Owner	Time
Overview of the project, management tool and collaboration principles	Androulakis	11.00-12.30
COVID-19: Conduct rules and consequences on the research protocol	Kitsiou	12.30-14.00
Lunch Break	All	14.00-15.00
WP2 Survey and participation for input	Tsioli, Malliarou	15.00-17.00
Financial issues	Androulakis	17.00-17.30
Technical issues: MS Team as communication tool	Karachristos	17.30-18.00

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Prepared by
Outline of the project with COVID-19 remarks	Tsioli
COVID-19 and research protocol	Eftymiadou
WP2 Survey	Kitsiou
Financial Management Handbook	Rakitzi

MEETING MINUTES 3

Meeting/Project Name:	<i>First Plenary Project Meeting</i>		
Date of Meeting: (MM/DD/YYYY)	26 June 2020	Time	11.00-18.00
Minutes Prepared By:	Sofia Tsioli	Location	GLML, Volos and online
1. Meeting Objective			
The objective of the First Plenary project Meeting was to define a roadmap towards the intended outcomes and impact of the project, increasing the sense of belonging and property for project team members. Particular attention is given to the new world context after the breakthrough of the COVID-19 pandemic, which affects greatly the field and the target group of the project.			
2. Attendance at Meeting			
Name	Affiliation	Role in the project	Email
George Androulakis	Professor, University of Thessaly	Project Manager	androulakis@uth.gr
Lena Gana	Assistant Professor, University of Thessaly	WP2 Leader	egana@uth.gr
Vasilis Kollias	Assistant Professor, University of Thessaly	WP3 Leader	vkollias@uth.gr
Evgenia Vasilaki	Assistant Professor, University of Thessaly	WP4 Leader	evasilaki@uth.gr
Maria Papadopoulou	Associate Professor, Aristotle University of Thessaloniki	WP5 Leader	mpapadopoulou@nured.ath.gr
Lida Stergiou	Associate Professor, University of Ioannina	WP6 Leader	Lidaster00@gmail.com
Nikos Chaniotakis	Associate Professor, University of Thessaly	WP7 Leader	chaniot@uth.gr
Marina Vihou	Assistant Professor, University of Athens	WP8 Leader	mvihou@frl.uoa.gr
Marita Paparousi	Associate Professor, University of Thessaly	Faculty Advisor	mpaparou@uth.gr
Richard Fay	Senior Lecturer, University of Manchester	Faculty Advisor	frjfay@aol.com
Katja Frimberger	Lecturer, University of Strathclyde, Glasgow	Faculty Advisor	katja.frimberger@strath.ac.uk
Lou Harvey	Lecturer, University of Leeds	Faculty Advisor	L.T.Harvey@leeds.ac.uk
Roula Kitsiou	Postdoc Researcher	Co-Investigator	roulakit@gmail.com
Sofia Tsioli	Postdoc Researcher	Co-Investigator	sofia.tsioli@gmail.com
Christina Eftymiadou	Lecturer, University of Bristol	Co-Investigator	xristina1990x@windowslive.com
Eftychia Damaskou	PhD Candidate, University of Thessaly	Co-Investigator	e_damaskou@yahoo.gr

Meeting/Project Name:	<i>First Plenary Project Meeting</i>		
Date of Meeting: (MM/DD/YYYY)	26 June 2020	Time	11.00-18.00
Minutes Prepared By:	Sofia Tsioli	Location	GLML, Volos and online
Karolina Rakitzi	PhD Candidate, University of Thessaly	Co-Investigator	mcarol@windowlive.com
Mariarena Malliarou	PhD Candidate, University of Thessaly	Co-Investigator	mall_mar@hotmail.com
Anthemis Raptopoulou	PhD Candidate, University of Stockholm	Researcher	anthemis.raptopoulou@gmail.com
Eirini Ntasiou	PhD Candidate, University of Cologne	Researcher	eintasiou@hotmail.gr
Anna Manolaki	PhD Candidate, University of Luxembourg	Researcher	annamanolaki@gmail.com
Evilena Manoli	PhD Candidate, University of Luxembourg	Researcher	manolihe@gmail.com
Iro-Maria Pantelouka	Postgraduate Student, University of Thessaly	Technical and Administrative Personnel	iro-maria@hotmail.com
Argyro Skourmalla	Postgraduate Student, Hellenic Open University	Technical and Administrative Personnel	argie.skourmalla@gmail.com
Christoforos Karachristos	IT Expert	Technical and Administrative Personnel	karachrist@eap.gr
Ioannis Kalemis	IT Expert	Technical and Administrative Personnel	ikalemis@eap.gr

Meeting/Project Name:	<i>First Plenary Project Meeting</i>		
Date of Meeting: (MM/DD/YYYY)	26 June 2020	Time	11.00-18.00
Minutes Prepared By:	Sofia Tsioli	Location	GLML, Volos and online
3. Agenda and Notes, Decisions, Issues			
Topic	Owner		Time

Meeting/Project Name:	<i>First Plenary Project Meeting</i>		
Date of Meeting: (MM/DD/YYYY)	26 June 2020	Time	11.00-18.00
Minutes Prepared By:	Sofia Tsioli	Location	GLML, Volos and online
<i>COVID-19: Conduct rules and consequences on the research protocol</i> The project manager stated that he is deeply concerned by the probable unintended negative consequences of the pandemic restrictions among a variety of groups, including refugees, and especially families with young children, and refugee women who are the main target group of the MEINART project. In terms of participants' welfare, the access to the field and the general use of public transport should be avoided. Researchers have an ethical obligation to ensure the safety and welfare of study participants, investigators should explore the feasibility of transporting participants to and from study sites; however, such measures are not without their accompanying budgetary and human resource implications. Taking into account all confinement measures taken by the state, where attendance at the study site is possible, participants face the additional risk of infection from contact with other participants or medical staff; this risk is not likely to be covered by trial insurance. Physical distancing and gathering threshold restrictions must be adhered to, affecting the number of participants able to attend at any time. Wearing of face mask is strongly recommended, even if we are in the waiting of definite instructions by the public health and government authorities. Study participants and staff should be compelled to wear personal protective equipment when engaged in research-related activities. Such measures have additional cost implications, requiring engagement with study sponsors to secure the required resources. Study sites should also develop standard operating procedures for when staff become aware that an offsite study participant, either has symptoms of COVID-19 or has been in contact with someone with COVID-19 symptoms. Such participants should be instructed not to attend the study site. Investigators should advise participants to inform staff if they test positive for COVID-19 after visiting a study site; other participants and staff who were exposed to that participant may also need to be quarantined and tested. Since the COVID-19 pandemic will likely disrupt study activities for the foreseeable future, the project manager considers the possibility of an extension of the lifetime of the project and, from the day of today and the 1st Plenary Project Meeting, all project team members and sub-groups should utilize existing communication platforms (e.g. MS Teams which is the official communication tool of the project, text messaging, instant messaging, emails and social media applications) to communicate urgent study-related information regarding, for example, changes to the scheduled site or home visits. Some study participants, especially those residing in camps, may not be contactable because of COVID-19 containment measures.. In such instances, study staff should persist in trying to contact study participants and must document all attempts to do so. If permitted under local regulations, unscheduled camp and/or home visits should		Androulakis	11.00-13.00

Meeting/Project Name:	First Plenary Project Meeting				
Date of Meeting: (MM/DD/YYYY)	26 June 2020	Time	11.00-18.00		
Minutes Prepared By:	Sofia Tsioli	Location	GLML, Volos and online		
WP2 Survey and participation for input		Tsioli, Malliarou		15.00-17.00	
Break out sessions and plenary discussion were organised, so that the most active and collective participation is assured for bringing input into the WP2 deliverables.					
Financial Issues		Androulakis		17.00-17.30	
In addition to the University of Thessaly’s Research Committee financial regulation, the HFRI’ Implementation Guide for the Call under which MEINART project is funded, is a very demanding framework. A concise booklet of guidelines will be prepared for autumn 2020, with a combination of UTh and HFRI’ requests, so that expenditure is covered smoothly by the financial agents of the project and of the Research Committee.					
Evaluation of Meeting 3		Malliarou		17.30-18.00	
4. Action Items					
Action		Owner		Due Date	
Amendment of the Research Protocol due to COVID-19 Restrictions		Kitsiou		30/09/2020	
WP2 Survey elaboration of results		Tsioli		31/10/2020	
Financial Handbook		Rakitzis		31/10/2020	
COVID-19 Guidelines for Communication, Research and Reporting		Malliarou		31/11/2020	
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	16 October 2020	Time:	12.00-16.00	Location:	GLML, Volos, and MS Teams (online)
Objective:	2nd WP Leaders Meeting				

5. MS1.4 – 2nd WP Leaders Meeting

MEETING AGENDA 4

Meeting Name:	<i>Second WP Leaders Meeting</i>		
Date of Meeting: (MM/DD/YYYY)	16 October 2020	Time:	14.00-18.00
Meeting Facilitator:	George Androulakis	Location:	Online (MS Teams)

1. Meeting Objective

The second Meeting of WP Leaders has a doublefold objective: to approve and validate the progress of the project so far, and to map and update the impact of COVID-19 on the project content and outcomes.

2. Attendees

Name	Affiliation	Role in the project	Email
George Androulakis	Professor, University of Thessaly	Project Manager	androulakis@uth.gr
Lena Gana	Assistant Professor, University of Thessaly	WP2 Leader	egana@uth.gr
Vasilis Kollias	Assistant Professor, University of Thessaly	WP3 Leader	vkollias@uth.gr
Evgenia Vasilaki	Assistant Professor, University of Thessaly	WP4 Leader	evasilaki@uth.gr
Maria Papadopoulou	Associate Professor, Aristotle University of Thessaloniki	WP5 Leader	mpapadopoulou@nu red.auth.gr
Lida Stergiou	Associate Professor, University of Ioannina	WP6 Leader	lidaster00@gmail.co m
Nikos Chaniotakis	Associate Professor, University of Thessaly	WP7 Leader	chaniot@uth.gr
Roula Kitsiou	Postdoc Researcher	Co-Investigator	roulakit@gmail.com
Sofia Tsioli	Postdoc Researcher	Co-Investigator	sofia.tsioli@gmail.co m
Mariarena Malliarou	PhD Candidate, University of Thessaly	Co-Investigator	mall_mar@hotmail.c om
Iro-Maria Pantelouka	Postgraduate Student, University of Thessaly	Technical and Administrative Personnel	iro- maria@hotmail.com

3. Meeting Agenda

Topic	Owner	Time
Approval of previous meetings minutes and discussion on adaptations	Androulakis	14.00-14.15
Presentation of WP2 survey results and discussion	Kitsiou	14.15-16.00
Lessons learned from similar projects: the feminist perspective	Tsioli	16.00-17.15
COVID-19 situation	Chaniotakis	17.15-18.00

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Prepared by
Minutes of previous meetings, proposed changes	Sofia Tsioli
WP2 Survey results	Roula Kitsiou
COVID-19: insitutional and national restrictions	Maria Papadopoulou
Proposal amendment and extension	George Androulakis

MEETING MINUTES 4

Meeting/Project Name:	<i>Second WP Leaders Meeting</i>		
Date of Meeting: (MM/DD/YYYY)	16 October 2020	Time:	14.00-18.00
Minutes Prepared By:	Iro-Maria Pantelouka	Location:	Online (MS Teams)
1. Meeting Objective			
The second Meeting of WP Leaders had a doublefold objective: to approve and validate the progress of the project so far, and to map and update the impact of COVID-19 on the project content and outcomes.			
2. Attendance at Meeting			
Name	Affiliation	Role in the project	Email
George Androulakis	Professor, University of Thessaly	Project Manager	androulakis@uth.gr
Lena Gana	Assistant Professor, University of Thessaly	WP2 Leader	egana@uth.gr
Vasilis Kollias	Assistant Professor, University of Thessaly	WP3 Leader	vkollias@uth.gr
Evgenia Vasilaki	Assistant Professor, University of Thessaly	WP4 Leader	evasilaki@uth.gr
Maria Papadopoulou	Associate Professor, Aristotle University of Thessaloniki	WP5 Leader	mpapadopoulou@nu red.auth.gr
Lida Stergiou	Associate Professor, University of Ioannina	WP6 Leader	lidaster00@gmail.co m
Nikos Chaniotakis	Associate Professor, University of Thessaly	WP7 Leader	chaniot@uth.gr
Roula Kitsiou	Postdoc Researcher	Co-Investigator	roulakit@gmail.com
Sofia Tsioli	Postdoc Researcher	Co-Investigator	sofia.tsioli@gmail.co m
Mariarena Malliarou	PhD Candidate, University of Thessaly	Co-Investigator	mall_mar@hotmail.c om
Iro-Maria Pantelouka	Postgraduate Student, University of Thessaly	Technical and Administrative Personnel	iro- maria@hotmail.com

Meeting/Project Name:	Second WP Leaders Meeting				
Date of Meeting: (MM/DD/YYYY)	16 October 2020		Time:	14.00-18.00	
Minutes Prepared By:	Iro-Maria Pantelouka		Location:	Online (MS Teams)	
3. Agenda and Notes, Decisions, Issues					
Topic			Owner		Time
Minutes of previous meetings, proposed changes Minutes and changes approved unanimously.			Sofia Tsioli		14.00-14.15
WP2 Survey results Best Practices Inventory discussed and approved			Roula Kitsiou		14.15-16.00
COVID-19: insitutional and national restrictions			Maria Papadopoulou		16.00-17.15
Proposal amendment and extension			George Androulakis		17.15-18.00
4. Action Items					
Action			Owner		Due Date
Literature Review – Draft			Tsioli		31/03/2021
COVID-19 updated guidelines			Chaniotakis		30/11/2020
Project updated overview and objectives			Androulakis		31/12/2020
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	2 April 2021	Time:	11.00-18.00	Location:	Online (MS Teams)
Objective:	Second project plenary Meeting				

6. MS1.5 – 2nd Plenary Project Meeting

MEETING AGENDA 5

Meeting Name:	<i>Second Plenary Project Meeting</i>				
Date of Meeting: (MM/DD/YYYY)	2 April 2021	Time:	11.00-18.00		
Meeting Facilitator:	George Androulakis	Location:	Online (Teams)		

1. Meeting Objective

The 2nd Plenary Meeting has two main objectives: a) mapping a refugee research framework for arts-based pedagogy; b) assess the impact of COVID-19 on the implemented interventions and the research data collected so far in the project.

2. Attendees

Name	Affiliation	Role in the project	Email
George Androulakis	Professor, University of Thessaly	Project Manager	androulakis@uth.gr
Lena Gana	Assistant Professor, University of Thessaly	WP2 Leader	egana@uth.gr
Vasilis Kollias	Assistant Professor, University of Thessaly	WP3 Leader	vkollias@uth.gr
Evgenia Vasilaki	Assistant Professor, University of Thessaly	WP4 Leader	evasilaki@uth.gr
Maria Papadopoulou	Associate Professor, Aristotle University of Thessaloniki	WP5 Leader	mpapadopoulou@nured.auth.gr
Lida Stergiou	Associate Professor, University of Ioannina	WP6 Leader	Lidaster00@gmail.com
Nikos Chaniotakis	Associate Professor, University of Thessaly	WP7 Leader	chaniot@uth.gr
Marina Vihou	Assistant Professor, University of Athens	WP8 Leader	mvihou@frl.uoa.gr
Marita Paparousi	Associate Professor, University of Thessaly	Faculty Advisor	mpaparou@uth.gr
Richard Fay	Senior Lecturer, University of Manchester	Faculty Advisor	frjfay@aol.com
Katja Frimberger	Lecturer, University of Strathclyde, Glasgow	Faculty Advisor	katja.frimberger@strath.ac.uk
Roula Kitsiou	Assistant Professor, University of Thessaly	Co-Investigator	roulakit@gmail.com
Sofia Tsioli	Postdoc Researcher	Co-Investigator	sofia.tsioli@gmail.com
Christina Eftymiadou	Lecturer, University of Bristol	Co-Investigator	xristina1990x@windowslive.com
Eftychia Damaskou	PhD Candidate, University of Thessaly	Co-Investigator	e_damaskou@yahoo.gr
Karolina Rakitzi	PhD Candidate, University of Thessaly	Co-Investigator	mcarol@windowslive.com
Mariarena Malliarou	PhD Candidate, University of Thessaly	Co-Investigator	mall_mar@hotmail.com
Anthemis Raptopoulou	PhD Candidate, University of Stockholm	Researcher	anthemis.raptopoulou@gmail.com
Anna Manolaki	PhD Candidate, University of Luxembourg	Researcher	annamanolaki@gmail.com
Iro-Maria Pantelouka	Postgraduate Student, University of Thessaly	Technical and Administrative Personnel	iro-maria@hotmail.com
Argyro Skourmalla	Postgraduate Student, Hellenic Open University	Technical and Administrative Personnel	argie.skourmalla@gmail.com
Christoforos Karachristos	IT Expert	Technical and Administrative Personnel	karachrist@eap.gr

Ioannis Kalemis	IT Expert	Technical and Administrative Personnel	ikalemis@eap.gr
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3. Meeting Agenda

Topic	Owner	Time
Update on project overview and objectives	Androulakis	11.00-12.00
Performative arts on the move and arts-based pedagogy	Frimberger, Kitsiou	12.00-14.00
Lunch Break	All	14.00-14.30
Visual arts in refugee contexts	Tsioli	14.30-16.00
Refugee women and social research perspective	Stergiou	16.00-18.00

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Prepared by
Project Overview	Androulakis, Malliarou
Performative arts and refugee contexts presentation	Frimberger, Kitsiou
Visual arts in refugee contexts presentation	Tsioli
Financial guidelines updated	Rakitzis

MEETING MINUTES 5

Meeting/Project Name:	2 nd Plenary Project Meeting		
Date of Meeting: (MM/DD/YYYY)	2 April 2021	Time:	11.00-18.00
Minutes Prepared By:	Sofia Tsioli	Location:	MS Teams (online)
1. Meeting Objective			
The 2 nd Plenary Meeting has two main objectives: a) mapping a refugee research framework for arts-based pedagogy; b) assess the impact of COVID-19 on the implemented interventions and the research data collected so far in the project.			
2. Attendance at Meeting			
Name	Affiliation	Role in the project	Email
George Androulakis	Professor, University of Thessaly	Project Manager	androulakis@uth.gr
Lena Gana	Assistant Professor, University of Thessaly	WP2 Leader	egana@uth.gr
Vasilis Kollias	Assistant Professor, University of Thessaly	WP3 Leader	vkollias@uth.gr
Evgenia Vasilaki	Assistant Professor, University of Thessaly	WP4 Leader	evasilaki@uth.gr

Meeting/Project Name:	2nd Plenary Project Meeting		
Date of Meeting: (MM/DD/YYYY)	2 April 2021	Time:	11.00-18.00
Minutes Prepared By:	Sofia Tsioli	Location:	MS Teams (online)
Maria Papadopoulou	Associate Professor, Aristotle University of Thessaloniki	WP5 Leader	mpapadopoulou@nu red.auth.gr
Lida Stergiou	Associate Professor, University of Ioannina	WP6 Leader	Lidaster00@gmail.co m
Nikos Chaniotakis	Associate Professor, University of Thessaly	WP7 Leader	chaniot@uth.gr
Marina Vihou	Assistant Professor, University of Athens	WP8 Leader	mvihou@frl.uoa.gr
Marita Paparousi	Associate Professor, University of Thessaly	Faculty Advisor	mpaparou@uth.gr
Richard Fay	Senior Lecturer, University of Manchester	Faculty Advisor	frjfay@aol.com
Katja Frimberger	Lecturer, University of Strathclyde, Glasgow	Faculty Advisor	katja.frimberger@str ath.ac.uk
Roula Kitsiou	Assistant Professor, University of Thessaly	Co-Investigator	roulakit@gmail.com
Sofia Tsioli	Postdoc Researcher	Co-Investigator	sofia.tsioli@gmail.co m
Christina Eftymiadou	Lecturer, University of Bristol	Co-Investigator	xristina1990x@wind owslive.com
Eftychia Damaskou	PhD Candidate, University of Thessaly	Co-Investigator	e_damaskou@yahoo. gr
Karolina Rakitzi	PhD Candidate, University of Thessaly	Co-Investigator	mcarol@windowsliv e.com
Mariarena Malliarou	PhD Candidate, University of Thessaly	Co-Investigator	mall_mar@hotmail.c om
Argyro Skourmalla	Postgraduate Student, Hellenic Open University	Technical and Administrative Personnel	argie.skourmalla@g mail.com
Christoforos Karachristos	IT Expert	Technical and Administrative Personnel	karachrist@eap.gr
Ioannis Kalemis	IT Expert	Technical and Administrative Personnel	ikalemis@eap.gr
Anthemis Raptopoulou	PhD Candidate, University of Stockholm	Researcher	anthemis.raptopoulo u@gmail.com
Anna Manolaki	PhD Candidate, University of Luxembourg	Researcher	annamanolaki@gmai l.com
Iro-Maria Pantelouka	Postgraduate Student, University of Thessaly	Technical and Administrative Personnel	iro- maria@hotmail.com

Meeting/Project Name:	2nd Plenary Project Meeting		
Date of Meeting: (MM/DD/YYYY)	2 April 2021	Time:	11.00-18.00
Minutes Prepared By:	Sofia Tsioli	Location:	MS Teams (online)
3. Agenda and Notes, Decisions, Issues			
Topic			Owner Time

Meeting/Project Name:	2nd Plenary Project Meeting		
Date of Meeting: (MM/DD/YYYY)	2 April 2021	Time:	11.00-18.00
Minutes Prepared By:	Sofia Tsioli	Location:	MS Teams (online)
<i>Permormative arts and refugee contexts</i> Notional and historical clarifications are needed on drama and theater-based activities. The original drama in education approach with its emphasis on whole group play-making, emotional depth and significant content was very demanding on the teacher and, not surprisingly, evolved into the more accessible genre, process drama. This approach also involved the teacher, frequently in role, leading the class through a made-up scenario but now using a wider variety of techniques, strategies or conventions, as they are commonly described (e.g. tableau, questioning in role, small group work, thought tracking, spotlight, etc.), that made the structure of the work more defined. The emphasis was still very much on experience rather than working towards a performance, but the strong antipathy to theatre receded. The use of conventions has been subject to criticism when used as stand-alone techniques to give structure to drama lessons because they can easily become decontextualized and treated as a series of superficial exercises. The employment of drama as subject in its own right or as a method to teach other subjects in the curriculum has been the subject of much discussion as well as leading to some confusion about terminology. The term drama for learning is now sometimes thought to refer exclusively to the use of drama across the curriculum but this is to ignore much of its history when 'drama for learning' or 'drama for understanding' was a central goal of drama in education, where the learning was very much about the human condition embodied in the content of the work. Similarly, the phrase drama as art can be a source of confusion when it is used exclusively to refer to the teaching of drama as subject, with the unwarranted implication that the use of drama to teach subjects does not employ the full artistic and aesthetic dimensions of drama. In fact, the mantle of the expert approach invented by Heathcote that places learners in role as experts to explore specific curriculum topics, when executed properly, is very much a case of using the art form of drama to further learning. Its use has grown considerably, particularly in primary schools. The application of drama-based skills Higher Education settings makes significant demands on students. They have to manage the process and each other while out of the comfort zone of the university. In order to function in their chosen environment they are taken through a series of workshops to develop the relevant skills and awareness they will need. One of the workshops they experience is entitled "How to Run a Successful Workshop", and takes place in week three of the course. The aims of the workshop are to develop: • an understanding of team working • an awareness of drama techniques of use in applied drama contexts • an awareness of research and workshop structuring processes • confidence in running drama-based activities for a client group • a practical understanding of forum theatre. MEINART focus is on performative arts as socially engaged artworks and activities. Engagement with performative arts is not confined to formal educational settings but can also be found in various community contexts. The term most commonly used in cultural policies and by practitioners working in community contexts today is participatory art. Since (roughly) the 1990's participatory art has acted as an umbrella term for a diversity of artistic and cultural practices and terms (applied theatre is one of them) that have at their heart the creation of small or large scale artworks that involve professional and non-professional artists in the creative process. Practitioners and the multiple participatory art sub-terminologies they use to describe their work (dialogic practice, co-production, relational aesthetics, community art etc.) can be found in a variety of areas. Museums and galleries, the prison education service, community festivals/carnivals, health care environments, cultural centres and referral units are only some of them.			Frimberger, Kitsiou 12.00-14.00

Meeting/Project Name:	2 nd Plenary Project Meeting				
Date of Meeting: (MM/DD/YYYY)	2 April 2021		Time:	11.00-18.00	
Minutes Prepared By:	Sofia Tsioli		Location:	MS Teams (online)	
<i>Visual arts in refugee contexts</i> MEINART takes the position of participatory art. In contrast to the principles of self-governance that underpinned community art, the value of participatory art in cultural and social policy today is often described in the language of amelioration, of 'giving access' and 'social inclusion'. Participatory art as an intervention, or tool for social inclusion is aimed at individuals and groups who are considered 'at risk', because they are, for example, culturally marginalised, socially excluded, vulnerable to social discrimination, or have been affected by mental health issues.				Tsioli	14.30-16.00
<i>Financial guidelines updated</i>				Rakitzi	16.00-18.00
4. Action Items					
Action			Owner	Due Date	
Literature Review – Approved final version			Gana	31/05/2021	
Best practices Report			Kitsiou	30/06/2021	
Arts-based research protocol updated			Tsioli	31/07/2021	
Project Amendment and Extension proposal			Androulakis	30/09/2021	
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	24 September 2021	Time:	14.00-18.00	Location:	Online (MS Teams)
Objective:	3 rd WP Leaders Meeting				

7. MS1.6 – 3rd WP Leaders Meeting

MEETING AGENDA 6

Meeting Name:	Third WP Leaders Meeting				
Date of Meeting: (MM/DD/YYYY)	24 September 2021	Time:	14.00-18.00		
Meeting Facilitator:	George Androulakis	Location:	GLML and online (Teams)		

1. Meeting Objective

The main aim of Meeting 6 (3rd Workpackages Leaders Meeting) is to approve the reports of WP2 and conclude on the modifications of the project due to the COVID-19 pandemic.

2. Attendees

Name	Affiliation	Role in the project	Email
George Androulakis	Professor, University of Thessaly	Project Manager	androulakis@uth.gr
Lena Gana	Assistant Professor, University of Thessaly	WP2 Leader	egana@uth.gr
Vasilis Kollias	Assistant Professor, University of Thessaly	WP3 Leader	vkollias@uth.gr
Evgenia Vasilaki	Assistant Professor, University of Thessaly	WP4 Leader	evasilaki@uth.gr
Maria Papadopoulou	Associate Professor, Aristotle University of Thessaloniki	WP5 Leader	mpapadopoulou@nu red.uth.gr
Lida Stergiou	Associate Professor, University of Ioannina	WP6 Leader	lidaster00@gmail.co m
Nikos Chaniotakis	Associate Professor, University of Thessaly	WP7 Leader	chaniot@uth.gr
Marina Vihou	Assistant Professor, University of Athens	WP8 Leader	mviho
Roula Kitsiou	Assistant Professor, University of Thessaly	Co-Investigator	roulakit@gmail.com
Sofia Tsioli	Postdoc Researcher	Co-Investigator	sofia.tsioli@gmail.co m
Mariarena Malliarou	PhD Candidate, University of Thessaly	Co-Investigator	mall_mar@hotmail.c om
Iro-Maria Pantelouka	Postgraduate Student, University of Thessaly	Technical and Administrative Personnel	iro- maria@hotmail.com

3. Meeting Agenda

Topic	Owner	Time
Approval of previous Meetings Minutes	Androulakis	14.00-14.15
Discussion and approval of D9 and D10 of WP2	Kitsiou, Tsioli	14.15-15.00
Discussion on modifications due to COVID-19	Androulakis	15.00-16.00
Organisation, timetable and content of WPs 3, 4, 5 and 6	Androulakis	16.00-17.00
Dissemination Plan	Chaniotakis	17.00-18.00

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Prepared by
Deliverable 9 Presentation	Malliarou
Deliverable 10 Presentation	Rakitzis
Project amendment proposal	Androulakis

MEETING MINUTES 6

Meeting/Project Name:	<i>Third WP Leaders Meeting</i>		
Date of Meeting: (MM/DD/YYYY)	24 September 2021	Time:	14.00-18.00
Minutes Prepared By:	Sofia Tsioli	Location:	MS Teams (Online)
1. Meeting Objective			
The main aim of Meeting 6 (3 rd Workpackages Leaders Meeting) was to approve the reports of WP2 and conclude on the modifications of the project due to the COVID-19 pandemic.			
2. Attendance at Meeting			
Name	Affiliation	Role in the project	Email
George Androulakis	Professor, University of Thessaly	Project Manager	androulakis@uth.gr
Lena Gana	Assistant Professor, University of Thessaly	WP2 Leader	egana@uth.gr
Vasilis Kollias	Assistant Professor, University of Thessaly	WP3 Leader	vkollias@uth.gr
Evgenia Vasilaki	Assistant Professor, University of Thessaly	WP4 Leader	evasilaki@uth.gr
Maria Papadopoulou	Associate Professor, Aristotle University of Thessaloniki	WP5 Leader	mpapadopoulou@nured.auth.gr
Lida Stergiou	Associate Professor, University of Ioannina	WP6 Leader	lidaster00@gmail.com
Nikos Chaniotakis	Associate Professor, University of Thessaly	WP7 Leader	chaniot@uth.gr
Marina Vihou	Assistant Professor, University of Athens	WP8 Leader	mviho
Roula Kitsiou	Assistant Professor, University of Thessaly	Co-Investigator	roulakit@gmail.com
Sofia Tsioli	Postdoc Researcher	Co-Investigator	sofia.tsioli@gmail.com
Mariarena Malliarou	PhD Candidate, University of Thessaly	Co-Investigator	mall_mar@hotmail.com

Meeting/Project Name:	Third WP Leaders Meeting				
Date of Meeting: (MM/DD/YYYY)	24 September 2021		Time:	14.00-18.00	
Minutes Prepared By:	Sofia Tsioli		Location:	MS Teams (Online)	
Iro-Maria Pantelouka	Postgraduate Student, University of Thessaly	Technical and Administrative Personnel		iro-maria@hotmail.com	
3. Agenda and Notes, Decisions, Issues					
Topic			Owner		Time
Discussion and approval of D9 and D10 of WP2			Kitsiou, Tsioli		14.15-15.00
Discussion on modifications due to COVID-19			Androulakis		15.00-16.00
Organisation, timetable and content of WPs 3, 4, 5 and 6			Androulakis		16.00-17.00
Dissemination Plan			Chaniotakis		17.00-18.00
Evaluation of Meeting 6			Malliarou		
4. Action Items					
Action			Owner		Due Date
D11 Report on Needs Analysis Tools and Results			Kollias, Kitsiou		31/11/2021
D12 Description of training methodology and tools			Kitsiou		31/11/2021
D13 Trainer’s Guide			Tsioli		31/12/2021
D14 Trainee’s Guide			Efthymiadou		31/12/2021
5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	26 November 2021	Time:	10.00-12.00	Location:	Research Committee, University of Thessaly, Volos
Objective:	Budget Meeting				

8. MS1.7 – Budget Meeting

MEETING AGENDA 7

Meeting Name:	<i>Budget Meeting</i>				
Date of Meeting: (MM/DD/YYYY)	26 November 2021	Time:	10.00-12.00		
Meeting Facilitator:	George Androulakis	Location:	<i>Research Committee, University of Thessaly, Volos</i>		

1. Meeting Objective

Update and Clarifications on the Financial Rules for the funding of the project, and discussion on the restrictions and progress of the budget so far.

2. Attendees

Name	Affiliation	Role in the project	Email
George Androulakis	Professor, University of Thessaly	Project Manager	androulakis@uth.gr
Dimitris Messalouris	Administrative Staff, University of Thessaly	Head of the Research Committee	messal@uth.gr
Ioanna Charalambous	Administrative Staff, University of Thessaly	Research Committee Officer	ioharala@uth.gr
Karolina Rakitzi	PhD Candidate, University of Thessaly	Co-Investigator	mcarol@windowslive.com
Mariarena Malliarou	PhD Candidate, University of Thessaly	Co-Investigator	mall_mar@hotmail.com

3. Meeting Agenda

Topic	Owner	Time
Update and Clarifications on the Financial Rules for the funding of the project	Charalambous	10.00-11.00
Discussion on the restrictions and progress of the budget so far.	Androulakis	11.00-12.00

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)

Description	Prepared by
Financial Handbook – Updated Version	Charalambous
Intermediate Budget Report	Androulakis

MEETING MINUTES 7

Meeting/Project Name:	Budget Meeting		
Date of Meeting: (MM/DD/YYYY)	26 November 2021	Time:	10.00-12.00
Minutes Prepared By:	Karolina Rakitzi	Location:	Research Committee, University of Thessaly, Volos

1. Meeting Objective

Update and Clarifications on the Financial Rules for the funding of the project, and discussion on the restrictions and progress of the budget so far.

Meeting/Project Name:	Budget Meeting		
Date of Meeting: (MM/DD/YYYY)	26 November 2021	Time:	10.00-12.00
Minutes Prepared By:	Karolina Rakitzi	Location:	<i>Research Committee, University of Thessaly, Volos</i>
2. Attendance at Meeting			
Name	Affiliation	Role in the project	Email
George Androulakis	Professor, University of Thessaly	Project Manager	androulakis@uth.gr
Dimitris Messalouris	Administrative Staff, University of Thessaly	Head of the Research Committee	messal@uth.gr
Ioanna Charalambous	Administrative Staff, University of Thessaly	Research Committee Officer	ioharala@uth.gr
Karolina Rakitzi	PhD Candidate, University of Thessaly	Co-Investigator	mcarol@windowslive.com
Mariarena Malliarou	PhD Candidate, University of Thessaly	Co-Investigator	mall_mar@hotmail.com
3. Agenda and Notes, Decisions, Issues			
Topic		Owner	Time
Update and Clarifications on the Financial Rules for the funding of the project		Charalambous	10.00-11.00
Discussion on the restrictions and progress of the budget so far.		Androulakis	11.00-12.00
4. Action Items			
Action		Owner	Due Date
Financial Handbook – Updated Version		Charalambous	31/12/2021
Intermediate Budget Report		Androulakis	31/12/2021
5. Next Meeting (if applicable)			
Date: (MM/DD/YYYY)	18 February 2022	Time:	11.00-18.00
		Location:	GLML, Volos and online (MS Teams)
Objective:	3rd Plenary Project Meeting		