

Minutes of the Online Meeting

Activity: *The First Step for Tomorrow's Eco Entrepreneurs*

Date: 4 July 2025

Format: Virtual (Online Meeting)

Host Institution: Schwerpunkt Zentrum GmbH (Germany)

Participating Partner: Avrupa Sürdürülebilir Yenilikçi Yaklaşımlar Derneği (Türkiye)

1. Meeting Objective

The online meeting was held under the framework of the *Eco-Entrepreneurs Growing with the Green Economy* project as part of the first project activity, *The First Step for Tomorrow's Eco Entrepreneurs*.

The objective of the meeting was to introduce both institutions and project staff, establish coordination and communication structures, discuss the delay of the first Learning, Teaching, and Training (LTT) activity, and plan the revised timeline, responsibilities, and management procedures.

2. Agenda and Discussion Points

a. Institutional Introductions and Team Roles

Both institutions provided detailed introductions about their organizational structures, previous Erasmus+ experience, and areas of specialization. Project team members introduced themselves and outlined their respective roles in project management, training delivery, dissemination, and financial monitoring.

b. Review of Project Timeline and Adjustments

The coordinator presented an overview of the approved work plan, including the schedule of activities and expected outputs. The partners reviewed the timing of each activity, focusing particularly on the first LTT mobility.

c. Discussion on the Delay of the First LTT Activity

The partners addressed the delay caused by the overlap with the summer school break, which made it challenging to ensure student participation. To resolve this, both organizations agreed to reschedule the activity for **September 2025**, allowing adequate time for participant preparation and coordination with local schools.

Deadlines were set for each partner to finalize the list of participants and confirm the educational content.

d. Establishment of Project Management Tools

A shared **Google Drive** workspace was created to organize and store all project-related materials, including management documents, dissemination evidence, financial records, and outputs. Proper access rights were granted to all authorized project members.

e. Project Management Handbook

Schwerpunkt Zentrum GmbH announced that it will prepare a **Project Management Handbook** to standardize management, reporting, and communication procedures. The handbook will include templates for financial reporting, activity documentation, evaluation, and dissemination.

f. Authorizations and Responsibilities

Necessary administrative authorizations were completed to enable both partners to manage their respective folders and documents on the shared platform. A clear division of roles was confirmed:

- **Schwerpunkt Zentrum GmbH:** project coordination, handbook preparation, quality management, and evaluation.
- **Avrupa Sürdürülebilir Yenilikçi Yaklaşımlar Derneği:** local activity coordination, LTT1 organization, dissemination, and media communication.

g. Next Steps and Follow-Up Actions

- Final confirmation of LTT1 dates and venue by the Turkish partner.
- Draft LTT1 programme to be submitted by **end of July 2025**.
- Project Management Handbook draft to be shared by **mid-August 2025**.
- Next online coordination meeting to be held in **early September 2025** before the LTT mobility.

3. Decisions Taken

1. The project's shared Google Drive will be the central platform for all documentation.
2. Schwerpunkt Zentrum GmbH will complete and circulate the *Project Management Handbook* by mid-August 2025.
3. The first LTT activity will take place in **September 2025** in Istanbul.
4. Partners will finalize participant selection by the end of July 2025.

4. Closing Remarks

The meeting concluded in a constructive and collaborative manner. Both partners confirmed their commitment to maintaining regular communication, adhering to agreed deadlines, and ensuring quality implementation of the project's upcoming phases.