**Project meeting on 6th November 2016**

1. Introduction of the mobility programme in Opava
2. Attendance sheets – each activity needs to have its own activity attendance sheet, a common format of these was introduced, there are different versions of attendance sheets according to the nature of activities
3. Sharing information from the meetings with the representatives on National Agencies (seminars, webinars) in partner countries; specific features and requirements of National Agencies were discussed
4. Introduction of project documentation and its management
5. Introduction of the project blog Elqueviaja.eu and opportunities it offers
6. Agreement on the logistics of mobilities in the course of the project

In Opava on 7th November 2016 Author: Mgr. Kamil Plaček