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# Digital Internship Model for Higher Professional Studies

Project Number:2020-1-RS01-KA226-HE-094527

Funding Scheme:ERASMUS+ KA226

## MINUTES

**Meeting title**

**Date: dd-mm-yyyy**

**Venue, Country:**

Minutes prepared by: (Person, partner)

Approved for circulation by: (Person, Partner)

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### 1 Executive summary of the meeting

### 2 List of participants

### 3 Minutes of the meeting

3.1 Welcome/Opening remarks

3.2 Current topics/issues

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### 4 Annex documents

4.1 Meeting materials

4.2 Other documents archived

## 1 Executive summary of the meeting

Please provide a brief comment on meeting objectives (about 50 words), and fill in the table below.

Table 1 – Future activities agreed

| Follow-up action, e.g.                    | Person(s) in charge | Due date |
|---|---------------------|----------|
| Define priority issues for further action |                     |          |
| Prepare a draft document                  |                     |          |
| Nominate workgroup members                |                     |          |
| Select students for mobility              |                     |          |
| Agree dates and organise next meeting     |                     |          |



## 2 List of participants

### Project partners:

(Person Affiliation)

Present:

- 1.
- 2.

Absent:

- 1.
- 2.

Quorum present? Yes/No

### Guests, if any:

- 1.
- 2.

### Host partner staff, if any:

- 1.
- 2.

### Others (reporter/photographer/technician, etc.), if any:

- 1.
- 2.

## 3 Minutes of the meeting

(Please provide a concise description of each phase of the meeting.)

### 3.1 Welcome/Opening remarks

### 3.2 Current topics/issues

### 3.3 Conclusions

### 3.4 Closing remarks

## 4 Annex documents

### 4.1 Meeting materials (e.g. presentations, handouts, plans, drafts, final documents, etc.)

### 4.2 Other documents archived (TV coverage, Newspaper article, Photo archive, etc.)



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