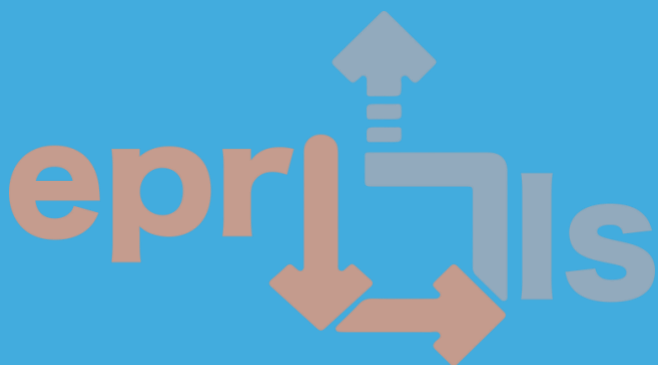


4th TPM – Minute

Barreiro, Portugal

4th - 6th, May, 2023





Agrupamento de Escolas Dr. Augusto Cabrita
Portugal



Associação Nacional de Professores de Informática
Portugal



Erzincan Mesleki Ve Teknik Anadolu Lisesi
Turkey



Liceo Classico E Linguistico Camine Sylos
Italy



Technikum Teb Edukacja W Lubinie
Poland



Sucessos Criativos, Lda
Portugal

Contact: <https://epr-lc.eu>

This publication is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International



4rd TPM – MINUTE

The meeting began with a comprehensive discussion on project management. Project managers provided updates on project timelines, milestones, and key deliverables, offering a holistic view of project progress. The group continued to verify and finalize various project tasks. This session included updates on progress and clarifications regarding pending actions, ensuring that all project components were on track.

The second part of the meeting primarily focused on budget discussions and updates to project management documents. The discussions revolved around budget-related matters, offering participants the chance to conduct a comprehensive review of financial allocations and project timelines. This provided a clear overview of the project's financial health and ensured alignment with the project's objectives.

Participants also discussed the plan for the follow-up of the project. This included a discussion of how to monitor the progress of project activities, evaluate outcomes, and disseminate project results effectively. The group emphasized the importance of post-project activities to ensure the continued success of the project.

The meeting included a presentation of the evaluation report, highlighting the key findings and lessons learned throughout the project's duration. Participants engaged in a constructive discussion on the report's insights, aiming to use these lessons for future endeavors.

The meeting concluded with a final check on project-related documents, ensuring that all necessary records and documentation were complete and accurate. This final check aimed to prepare for the project's closure and handover.

The meeting agenda was meticulously executed, fostering productive interactions, collaborative learning, and the exchange of valuable knowledge among all participants. Throughout the meeting, a sense of unity and common purpose among project members was reinforced, underlining the successful and productive collaboration that characterized the project. With the final project meeting successfully concluded, participants expressed their appreciation for the collaborative efforts and looked forward to the continued impact and success of the project. The meeting was adjourned with a sense of accomplishment and shared enthusiasm for the future of the project.