

# EUREVITA SIAT 285

## Project update N.1

08.06.2018

This Newsletter as part of the work package Management (Deliverable M1.3: Conduction of monthly project updates) is to inform all Project Partners about the projects progress, ongoing, concluded and upcoming tasks and will be sent on a monthly basis. All Partners are contributing by updating the project coordinator about their tasks in due time. The progress is linked to the timetable in the Project Guideline.

## Started/Continuing Activities

- **M1.1. Project Guideline**

A Kick-Off Meeting was conducted on 23.-24.05.2018 in Stübing at Gasthaus Goldener Hirsch to establish ground rules of communication, clarify requirements for documentation and to establish the project guideline (document). The Project Guideline is currently in final assessment by all Partners, the final version will be uploaded to the filebox after translation. PP Sekem sent documentation material for the meeting to all Partners for final assessment – the final version will be uploaded in the filebox (folder *AP M Projektmanagement/M.1 Projektkoordination/M1.1. Projektleitfaden*) and can be used for the partner reports accordingly.

- **M1.2. Coordination Meetings**

The first coordination meeting in September 2018 (18. or 26.09.2018) is currently in preparation.

- **M1.3. Conduction of monthly project updates**

Being conducted on a regular basis in form of an E-Mail-Newsletter to all partners with Nr. 1 being sent out on 08.06.2018.

- **M2.1. Periodical Reporting**

Ongoing for all partners on a constant basis and for all activities respectively.

- **C1.1. Kick-Off-Conference**

The Kick-Off-Conference (02. or 03.10.2018) is currently in preparation

- **C1.4. Press Conferences**

1<sup>st</sup> press conference in the frame of the Kick-Off Conference in preparation

- **C2.2. Corporate Design/Corporate Identity**

Currently in preparation.

- **C3.1. Project brochure**

Currently in preparation

- **C4.1. Social Media**

Facebook-account currently in preparation

- **C4.2. Project Homepage**

Domain (preferably eurevita.eu) will be purchased, homepage currently in preparation.

- **T1.1.1. List of old crafts**

Currently in preparation.

## Communication

- **Communication Tools:**

- An own Filebox and accounts for all partners were established.
- coordinator-Mail Adress was established

## Further Information

- All partners are conducting their tenders for external services, purchases of equipment etc. according to the timeline established in the project guideline and based on the ems-application form in strict consultation with the FLCs.
- The A3-Poster (in diagonal and horizontal formats) and other drafts were uploaded in the filebox (file *Vorlagen - Predloge*) – the partners have to put the A3-poster somewhere visible at their business premises according to the Manual. Recommended is on the office door of the project manager or in a common entrance area at your office.