Boosting **E**ntrepreneur**S**hip **T**ools **FOR M**igrants

Virtual Meeting

December, 14th 2011

MEETING MINUTES

1. Participants

Partner number	Institution	Name
P0	Sociedade Portuguesa de Inovação (SPI)	Mette Christensen
P1	Inveslan XXI S.L	Itziar Gomez
P3	Oxfam Italia	Francesco Lucioli
P4	University of Lodz	Janusz Kornecki
P6	Associação de Solidariedade Internacional	Vasco Soares
P7	Institute for Innovation in Learning	Sónia Hetzner

The following partners could not attend the meeting, due to justified reasons:

P2 – Association of Community-Based Business Advice (ACBBA);

P4 – University of Lodz;

2. Topics discussed

2.1. WP3 – Content Adaptation

- The only modules missing at this point are the ones from Inveslan and ILI;
- The financial module developed by Vasco has an integrated part (*Spreadsheet for business)* that will be developed by Sonia no later than mid-January 2012. Sonia mentioned that she would like to have the comments from Armando concerning the whole module, before she develops their part.
- Inveslan will also develop their module no later than early January 2012;
- SPI will talk to Armand ACBBA and hear when the feedback for the modules is ready and if Armando has other comments to make concerning the content development/adaptation;

- It is important that all do efforts to complete the modules in time as these are linked to the interactive tool and workshops.

2.2. Dissemination activities

- The 2nd newsletter is ready, but partners need to agree on dates for the national workshops to include in the newsletter;
- The newsletter will be ready just after Christmas
- SPI said that the brochures are in the printing and will be distributed to partners once ready:
- The 2nd press release is also ready and all partners will provide comments on the draft version and the final version of the press release will be ready in January 2012;
- The website is now available in all national languages;
- It was noted that partners should remember to complete the dissemination template with the activities that they had performed within dissemination and remember to save the evidence from the activity carried out
- More details concerning the conference in RO in April will be developed right after Christmas.

Next steps

- Decide upon workshop details as soon as possible to include in the newsletter and press release
- Partners to translate and disseminate both newsletter and press release
- ILI will develop their part of the financial module (Mid-January, 2012)
- Inveslan to develop their module (early January, 2012)
- Progress with the planning of the international conference in April, 2012
- To receive update from ACBBA concerning the review progress

2.3. Other issues

- Partners agreed to have the next virtual meeting on 10th of February ,2012 to discuss better the final versions of the modules, the workshops and the international conference.