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WORK AGENDA 18 May 2023		
Project Identification:	GastroWaste Agreement n°2022-1-PL01-KA210-VET-000083309	
Type of meeting:	Second Transnational Project Meeting	
Meeting place:	VSIA Rigas Turisma un radosas industrijas tehnikums (VRT), Nicgales street 26, Riga	
Attendants:	Zespół Szkół Ogólnokształcących i Zawodowych w Mońkach (ZSOiZ w Mońkach) EUROPEAN EDUCATIONAL PROJECTS S.L. (Educa) VSIA Rigas Turisma un radosas industrijas tehnikums (VRT)	
Time Schedule	Agenda topics	Participants
9:00 – 9:15	Welcome to all the partners.	Lead: ZSOiZ, Educa, VRT
9:15 -10:00	Result 01 - Report containing research, diagnosis and comparative analysis in the catering industry considering the practices related to waste management in gastronomy. Project Partners presentation each part of report.	Lead: ZSOiZ Support: All
10:00 – 10:30	Leader presentation conclusion of the report.	Lead: ZSOiZ Support: All
10:30 – 11:30	Result 2 - Training in the use of waste and semi-finished products in preparation of nutrition in gastronomy and implementation of its effects to school and business practice. Discussing: - training program, - training syllabus.	Lead: ZSOiZ Support: All
11:30-12:30	Dissemination and evaluation during the project.	Lead: ZSOiZ Support: All
12:30 -13:00	Coffee break	
13:00 – 14:30	VRT - catering considering the practices - good experience	Lead: VRT Support: All
14:30-15:30	GastroWaste project administrative issues: - timeline and financial issues – accounting note, - management activities, reports; scan by mail, - transnational project meetings,	Lead: ZSOiZ Support: All



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	<ul style="list-style-type: none">- collect the original documents:- management reports, accounting notes- annex 6,- recruitment participants documents,- cooperation between partners.	
15:30 – 16:00	Conclusion of the meeting – next steps of the project, preparing „to do“ list, dates of the meetings 2023.	Lead: ZSOiZ Support: All
	<i>Discussion with group tutor</i>	