

### Virtual Partner Meeting - VPM 1.

**Date of the event:** October 9, 2025, at 9 a.m. (CET)

<b>Agenda</b>	
9:00-9:15	Welcome words by the coordinator - APRC
9:05-9:35	Introduction of the partners (max. 5' /partners)
9:35-9:40	Figures and facts about the project. Administration: Grant Agreement, partner contracts, Finance: reporting, payments due time Collaboration: VITA folders in GDrive (APRC).
9:40:10:00	VITA PM&QM Handbook (ITSTUDY), agreement on Promotion and Quality leader organization
10:00-10:30	General overview of VITA Work plan and the planned results (ITSTUDY), overview of the Gantt
10:30-10:45	Coffee break ☕
10:45-11:30	Launching WP1 & WP2 – collaborative work based on the detailed Work Program, agreement on the deadlines and responsibilities. (APRC, ITSTUDY)
11:30-12:00	Agreement on the date of the next VPM, information for organising the 1 <sup>st</sup> F2F TPM in Alytus