

## MEETING MINUTES

4<sup>th</sup> transnational partner meeting of the project  
**"Innovative development of entrepreneurial skills of youth"**

Host institution: Human Profess Közhasznú Nonprofit Ltd.

Place: ARCadia Hotel Budapest\*\*\*\*

Madách tér 3

Budapest

HUNGARY

Date: 13<sup>th</sup> - 14<sup>th</sup> November 2017

### Participants:

#### SK:

TREXIMA Bratislava Ltd. (Trexima)

Jakub Žabka

Diana Kozáková

#### FR:

LENO Consulting (Leno)

Maria Hernandez

Laurent Dedieu

#### HU:

Teamwork for a better future (Teamwork) Human Profess Közhasznú Nonprofit Ltd. (HP)

Zoltán Hanuliak

Zsuzsanna Antal

Ildikó Hanuliaková

Mariann Magyar

#### NL:

Endurance Partners in Hospitality (Endurance)

Rob Versteeg

### 13th November 2017

Lunchtime	<b>Arrival of the partners</b> <b>Accommodation and meeting venue address:</b> ARCadia Hotel Budapest****, Madách tér 3, H-1075 Budapest <a href="http://www.arcadiahotelbudapest.com/">www.arcadiahotelbudapest.com/</a>
13.00	<b>Sandwich lunch in the meeting room</b>
13.20	<b>Welcome, opening speech and info about the programme</b> <i>Mariann Magyar &amp; Diana Kozáková</i>
13.30	<b>Presentation of a young Hungarian entrepreneur</b> <b>András Lipták, Mallistic</b> <ul style="list-style-type: none"> <li>- Financial support from the EU – Horizon 2020</li> <li>- Paradigm shift of entrepreneurship</li> <li>- Lack of professionals – Technical support, mentorship</li> <li>- Internationalisation (Roberto Montezuma finances the project)</li> <li>- Risk-taking propensity as a key and distinguishing characteristic of entrepreneurs</li> </ul>
15.00	<b>Coffee break</b>

15.15	<p><b>Project management</b>  <b>(overview of the completed and pending tasks, cooperation, finances etc.)</b>  <i>Diana Kozáková</i></p> <p>Partners went through the tasks which should have been already finalized which included mainly missing parts from the study (responsible: Trexima and Endurance). Project manager will contact respective partners regarding missing information and agree with them on deadline till they have to be delivered.</p> <p>Partners agreed, that the extract of the study and its translation will be delivered at the completion of the whole study, i.e. after developing the recommendations which is the essential part of the study. Other tasks related to delivery of the intellectual outputs are within reasonable timeframe and are being worked on.</p> <p>Regarding the project management, partners agreed to update the risk and dissemination log file. LENO will send the example of the newsletter to the project manager, so he can prepare the template and partners will disseminate it within their network.</p> <p>Partners were informed about the acceptance of the interim report and the second 40% payment of the budget has been paid to the project coordinator. They agreed the next payment will be paid in January 2018.</p>
16.00	<p><b>Next steps – Evaluation of the first half of the project, schedule for next half</b>  <i>Diana Kozáková</i></p> <p><b>RECOMMENDATIONS</b></p> <p>All the partners will give feedback to recommendations developed by I. Hanuliaková to R. Versteeg by 1st December 2017. R. Versteeg will develop a final version of the recommendations till 31.12.2017.</p> <p><b>TRAINING PROGRAMME</b></p> <p>The partners have defined the action plan and set deadlines as follows:</p> <ul style="list-style-type: none"> <li>- Write a first draft of a script in English:             <ul style="list-style-type: none"> <li>o 1 page (400 words)</li> <li>o No copy and Paste from Internet!!</li> <li>o Summarize (use your creativity!) and be enthusiastic</li> <li>o Upload script on Google drive (give it proof reading by English speaking person/Native before uploading)</li> <li>o Deadlines:                 <ul style="list-style-type: none"> <li>▪ Endurance: 1.12.2017</li> <li>▪ Teamwork: 4.12.2017</li> <li>▪ TREXIMA: 30.11.2017</li> <li>▪ HP: 11.12.2017</li> </ul> </li> </ul> </li> <li>- Feedback to 1st draft:             <ul style="list-style-type: none"> <li>o Everyone gives their feedback to each script – use Revision/Track changes</li> <li>o Deadline:                 <ul style="list-style-type: none"> <li>▪ until 15.12.2017</li> </ul> </li> </ul> </li> <li>- Prepare a Final version of script in English based on the feedback received             <ul style="list-style-type: none"> <li>o Upload script on Google drive (give it proof reading by English speaking person/Native before uploading)</li> </ul> </li> </ul>

- Deadlines:
  - Endurance, TREXIMA, Teamwork: 22.12.2017
  - HP: 12.1.2018
- LENO makes a video
  - 31st January 2018
- Translations of the validated scripts into own language
  - All partners can use exceptional costs budget for this (2 500 €, which corresponds to 75 % of the actual cost spent on translation, for all the translations....)
  - Deadline:
    - 2nd February 2018
- Recording of audios:
  - everyone uses Audacity software for audio recording
  - quality of the audio record is very important!
  - sentences should have a set duration (e.g. 0-10 seconds)
  - expect 0,5 man-day for one record
  - send your audio record to LENO as .wav file and give it a proper name (e.g. script1\_sk)
  - Deadline:
    - 9 February 2018
- LENO synchronises video with audio records:
  - until the end of February 2018
- LENO makes audiofiles:
  - If we include it in Moodle, we have to agree on format (mp3, mp4...)
  - until the end of February 2018
- LENO makes Project Evaluation Questionnaire and Product Evaluation Questionnaire:
  - End of December 2017
- TREXIMA makes an evaluation table (for the individual topics 1-10):
  - until the end of February 2018
- TREXIMA makes Personality quizz/results:
  - until the end of February 2018
- Everyone makes a pdf file transcribing the scripts and adding more information/links:
  - until the end of February 2018
- Translations of pdf files into national languages:
  - All partners can use exceptional costs budget for this (2 500 €, which corresponds to 75 % of the actual cost spent on translation, for all the translations....)
- Prepare an INDESK dissemination video (similar to MIMR) for a pedagogical path – LENO in cooperation with TREXIMA

#### **PROJECT HANDBOOK**

The partners discussed the structure of the project handbook. All the partners give feedback to the structure till 31st December 2017.

#### **PROJECT MANAGEMENT**

The partners have scheduled the next transnational project management and

	implementation meetings: <ul style="list-style-type: none"> <li>▪ 19-20 February 2018 – INDESK meeting, Amersfoort</li> <li>▪ 28 May-31 May 2018 – INDESK and SILVER meeting, Nailloux, Toulouse</li> </ul>
16.30	<b>WRAP-UP</b>
18.00	<b>SOCIAL PROGRAMME &amp; JOINT DINNER</b>

### 14th November 2017

10.00	<b>Meeting in the lobby of the hotel</b>
10.10	<b>Summarization of conclusions, inspiring proposals, advice, experience and developing the first draft of recommendations on ways to enhance youth entrepreneurship – FIRST DRAFT</b> <b>(presentation, active discussion, structure of the recommendations)</b> <i>Leading partners: Endurance &amp; Teamwork</i> <ul style="list-style-type: none"> <li>- The updated recommendations have been presented by Ildiko Hanuliakova and appropriate alterations have been made</li> <li>- Feedback (national contributions) on recommendations to be sent to Teamwork and Endurance until 1.12.2017</li> </ul>
11.15	<b>Preparation of pilot testing of modular training</b> <b>(dates, implementation, evaluation)</b> <i>Leading partner: Leno</i> <ul style="list-style-type: none"> <li>- Target group: the first group validated (see the kick-off MoM) – Helping young people to consider an option/opportunity of being an entrepreneur</li> </ul> Action plan: <ul style="list-style-type: none"> <li>- What do we evaluate?               <ul style="list-style-type: none"> <li>o Prepare an evaluation table</li> </ul> </li> <li>- Define the Pedagogical path (Steps; Materials; Evaluation)               <ul style="list-style-type: none"> <li>o See the attached scheme ("training_path_scheme_INDESK.pdf")</li> </ul> </li> </ul> Steps <ol style="list-style-type: none"> <li>1. Project evaluation questionnaire – before and after testing the training programme (we need to specify the questions – How confident are you to become an entrepreneur?; Do you think you need to have a lot of money to start a business?; ...) – Maria will send the one used in Music is My Radar</li> <li>2. Product evaluation questionnaire – to be filled after the trials of training programme</li> </ol> Schedule for pilot trials: <ul style="list-style-type: none"> <li>- Finish videos/scripts until the end of February</li> <li>- Prepare distance learning tools (for Module A, Module B, Module C) for developing and implementing a training programme based on blended learning and population the platform with the content (educational materials) before start of trials</li> <li>- Start trials in March – i.e. start recruit participants well in advance               <ul style="list-style-type: none"> <li>o Recruit and test the training programme with 20 learners (students) per country</li> </ul> </li> </ul>
12.00	<b>LUNCH</b>
13.30	<b>Workshop – preparation of a structure for writing scripts for individual</b>

<b>topics/videos in training programme</b> <b>COMMON TOPICS</b>		
<b>TOPIC</b>	<b>SKILLS</b>	<b>STRUCTURE</b>
<b>The Idea</b>  Teamwork	Professional knowledge Creativity Awareness	1. Introduction – Professional knowledge – what are your competencies, skills 2. Definition of creativity 3. How to come up with the idea 4. How to develop the idea and to work with it
<b>The Clients</b>  Endurance	Sales Market knowledge	Why? / Introduction Who? And Where? How?  Business plan Market research
<b>Who can help me?</b>  Human Profess	Communication Teamwork Cooperation Leadership	Why? Who or What? How? (to attract them, approach them...?)  Stakeholders
<b>What could my company look like?</b>  Endurance	Teamwork Financial Awareness / Legal	What and Why?  Type; Size; People (Expertise of your staff/co-workers); Scope
<b>Entrepreneur's day (life)</b>  Endurance	Flexibility / Time management Problem-solving Endurance and resistance Motivation Delegation	Team meeting (Communication, Problem solving) Client meeting (and preparation for it) Networking lunch Bookkeeper meeting Strategy and development
<b>My Company's impacts and Philosophy</b>  Trexima	Business ethics Risk management Leadership	Why (CSR)? How? Environment, Economy, Social, Stakeholders
<b>Brandbuilding</b>  Human Profess	Communication Creativity IT Skills	What? (It is not just logo... Logo, website, statement) Why? How? (Tools)
<b>How to tell the world about?</b>	Communication IT Skills	Why? What? And How? Channels

	Teamwork	<i>Creativity/Copywriting</i>	& Content
	<b>Practical steps</b>	Financial management <i>Problem-solving</i>	What and Why?
	Teamwork		<i>Place; Production; Suppliers</i>
	<b>Getting down to the business</b>  (Legal + Administrative) Human Profess	Turning ideas into action Financial management Administrative & Legal knowledge	What and who?  <i>Registration – Lawyer; Tax; Bank.</i>
15.00	<b>Coffee break</b>		
15.25	<b>LIVE Presentation of Audacity software for creation of audio records</b> Laurent Dedieu presented Audacity software for audio recording of scripts, explained what functions to use and gave instructions to partners what needs to be done to ensure the quality of audio recording.  REMEMBER: <ul style="list-style-type: none"> <li>▪ A clip should not have more than <b>400 words</b></li> <li>▪ Use <b>short &amp; clear sentences</b> (max. 20 words)</li> <li>▪ A clip should not be longer than <b>3-3,5 minutes</b></li> <li>▪ Prove <b>competency</b></li> <li>▪ Address audience <b>directly</b></li> <li>▪ Use as <b>few foreign words</b> as possible</li> <li>▪ <b>Avoid technical terms</b>, if needed, explain them</li> <li>▪ Use <b>concrete</b> content</li> <li>▪ Use <b>examples</b></li> <li>▪ Use <b>metaphor</b></li> <li>▪ Be <b>positive</b> &amp; motivate</li> </ul>		
16.00	<b>Structure of the Project Handbook (summarization)</b> <i>Leading partner: HP</i> Partners validated the contents and scope of the Project Handbook to be produced based on the project outputs. The structure of the project handbook: <ol style="list-style-type: none"> <li>1. Presentation of the project and the partners</li> <li>2. Study on entrepreneurial opportunities of young people in the EU</li> <li>3. Results of the roundtable discussions/forums</li> <li>4. Results of the questionnaire surveys and recommendations</li> <li>5. Blended learning training programme to increase youth entrepreneurship             <ul style="list-style-type: none"> <li>▪ Curriculum</li> <li>▪ Pedagogical materials</li> <li>▪ Methods and technical conditions</li> </ul> </li> <li>6. Evaluation (methods and results)</li> <li>7. Results of the pilot testing</li> <li>8. More information (?)</li> </ol> The scope of Handbook should be approx. 50 pages.		
16.30	<b>Conclusions</b>		
16.35	<b>WRAP-UP</b>		
17.00	<b>Departure from the ARCadia Hotel Budapest</b>		

19.30	<b>ETA to Bratislava, check-in</b> <b>Accommodation address:</b> Dunajský pivovar, Tyršovo nábrežie 1, 851 01 Bratislava <a href="http://www.dunajskypivovar.sk/botel">www.dunajskypivovar.sk/botel</a>
20.30	<b>DINNER</b>

Jakub Žabka, Diana Kozáková, 21<sup>st</sup> November 2017