Meeting minutes from the first online skype meeting

30.01.2018

Present participants via Skype – Tatev Zargaryan, Satenik (Bella) Avakyan, Tereza Khechoyan,
Ane Landøy, Angela Repanovici, Svitlana Kolesnyk,

**Discussed topics:**

1. **Starting dates for kick off meeting in Yerevan –** it was agreed to organize kick off meeting in Yerevan at American University of Armenia (AUA), the dates will be in April 18-20.
2. **Bank transfer –** will be done by Tatev Zargaryan, an email will be sent to Ane Landoy with the bank account information for money transfer. Money will be transferred within 10 working days.
3. **Survey administration** – survey will be administered by Angela Reapnovici in English, and then partner universities will review the questions, and then distribute among their respective universities. Survey Monkey will be used for survey creation and distribution. The survey will be in English but Armenian version will also be included in the survey questions together win English.
4. **Webpage -**  web page will be created by AUA, and the webpage will be on WordPress. The content will be updated based on the information received from the project coordinators. The webpage will be in English. All the documentation will be in English, if needed for the replication and further use the materials can be translated into Armenian.
5. **Study trip to Bergen** – the traveling dates for 5 Armenian participants from AUA and PAARA will be on 15th of October. The trip will be for 1 week.
6. **Skype meeting dates**  - regular every month Skype meetings to connect with coordinators and make sure the project is going smoothly. All the current issues and problems will be discussed during Skype meetings. Probably every 15th of the month will be the meeting date.