



Report on day-to-day correspondence





Project information

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The AGFORWEB project Guide for financial management, reporting and correspondence recommends frequent communication between all project participants, especially between the work package leaders and the project coordinator, to ensure smooth coordination, timely implementation of activities, and the achievement of project objectives.

Throughout the project, various communication channels were utilized to facilitate exchanges between partners. Emails were used as primary medium for official correspondence, sharing documents, and updates.

Platforms such as Zoom and Microsoft Teams were used for virtual meetings, and consultations. This communication channel was utilized regularly on a monthly base and as needed, in urgent matters or feedback requests. For quick clarifications and informal updates tools like Viber and Whats App were employed. Services such as Google drive was established specifically for the Project to facilitate collaboration by enabling secure sharing of large files and drafts.

Regular updates between project team members were hold weekly to ensured alignment on ongoing activities.

Monthly Meetings of WP leaders were held virtually to review progress, address challenges, and plan upcoming tasks.

Day-to-day correspondence encompassed a wide range of topics, including:

- Planning and scheduling of project activities.
- Sharing drafts, reports, and feedback.
- Coordination of project activities.
- Follow-ups on deliverables and deadlines.
- Resolving issues and clarifying doubts among partners.

As needed, simplified communication methods were used to enhance understanding and overcome language barriers.

Adherence to the agreed dynamics of holding meetings enabled more efficient collaboration among partners, planning and execution of project activities and helped in mitigating misunderstandings or delays.

Utilization of available appropriate communication tools improved efficiency of the correspondence and together with regular follow-ups helped in mitigating misunderstandings and delays.