**4th Video Conference 11th January 2021**

The forth meeting was held via videoconference using the Zoom platform on the above date at 1600 Hrs CET.

During this meeting all leading coordinators from the 5 countries were present and were able to speak on a range of topics. The topics had been prearranged and disseminated prior to the meeting.

1. The first item of discussion was a repeat of the first minute of the last meeting as to where each of the individual countries had reached in terms of the presentations that were agreed on in a previous meeting. Once these were completed, then the next stage could be attempted using a video platform. As it stands most of the presentations are complete and the rest are nearly completed. As a result, all of the videoconferences between the individual countries would be able to take place by the end of January 2021. It was also requested that all countries upload their respective presentations to a file within Google Drive. Therefore, it is necessary for all coordinators to plan for the conferences to be able to take place on a prearranged date.
2. The next item on the agenda was an explanation to the workings of the next mobility which is due to happen in Denmark. But with current COVID restrictions in place this mobility is to be postponed for the time being. The Danish coordinator briefed everyone on the first of four tasks, the rest would be explained at a later date. The work for January is to include the finding out of information about food wastage within each of the countries. There is a link for a video which requires to be watched and then information created and researched before placing on Google Drive. There was also a brief mention of a quiz to be created and further details would come in the future.
3. With all the work that is completed it was mentioned that folders need to be created within Google Drive and eTwinning for the up loading of documents.
4. The individual school video presentations mentioned in the previous meeting were briefly discussed as to when they need completion. With the postponement of mobilities, again it was decided to make sure they are created before the first mobility take place.
5. The next meeting is scheduled to take place on the 22nd February at 1600 hrs CET.