



Communication Plan

UP-101082862

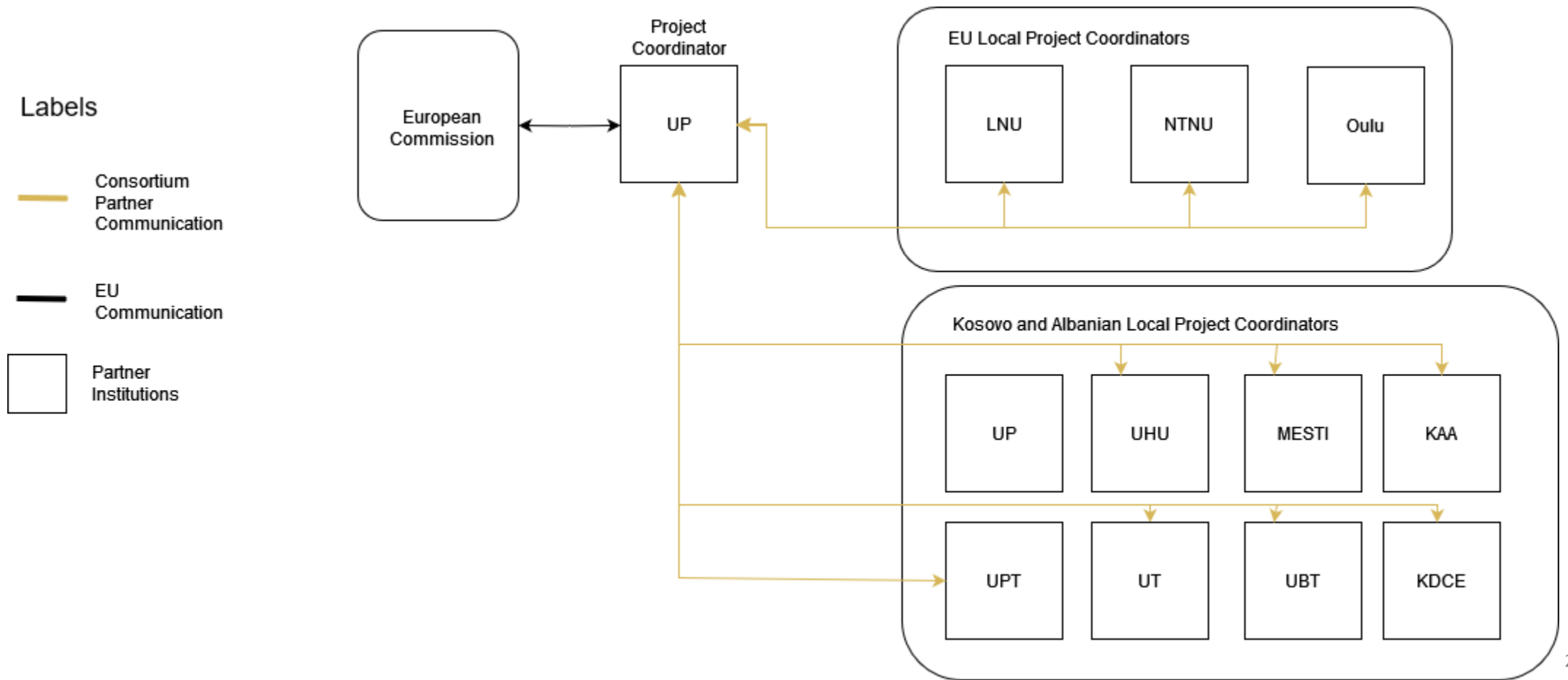
TKAEDiTE



Erasmus+

This project is funded by the European Union.

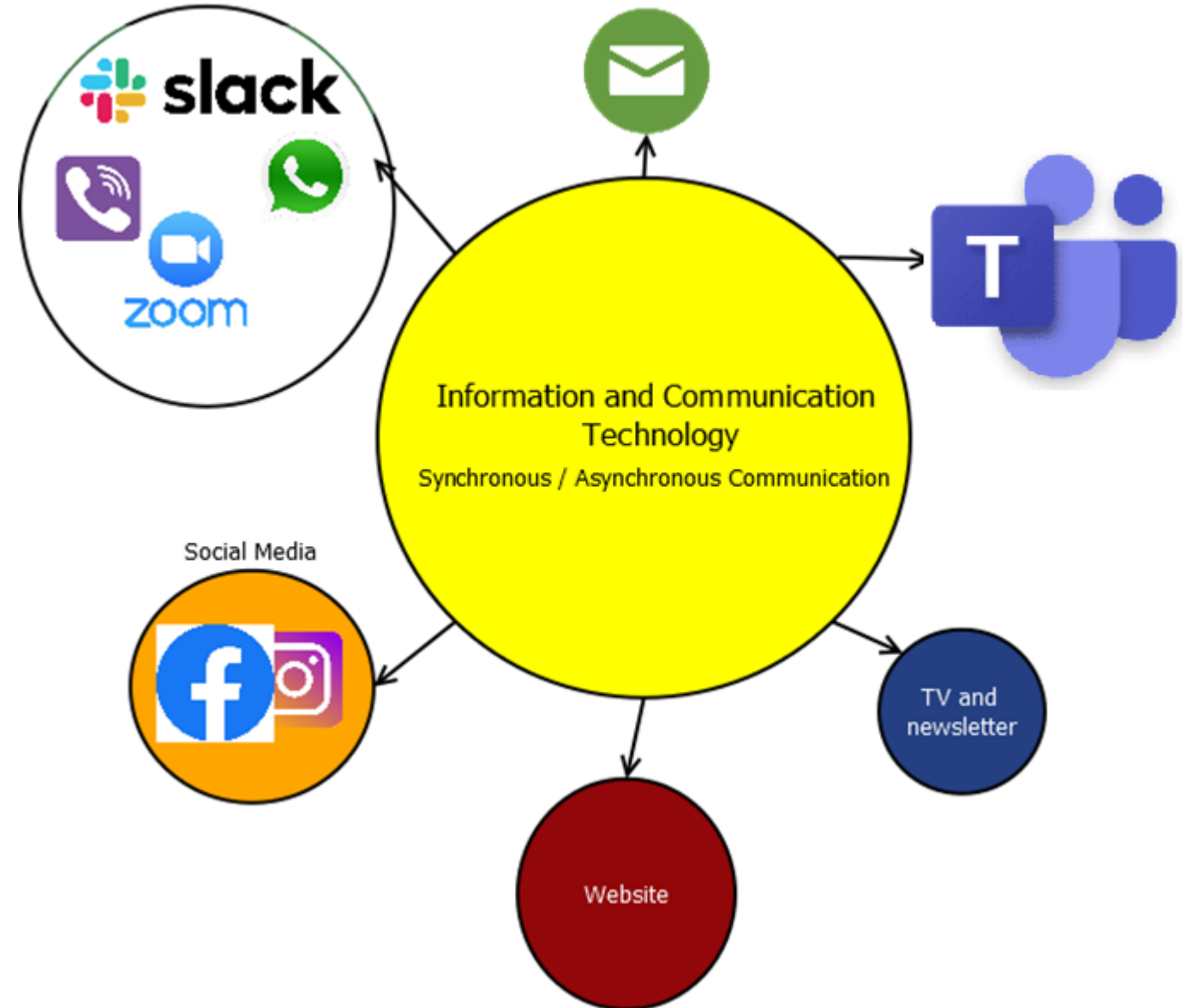
Communication Plan



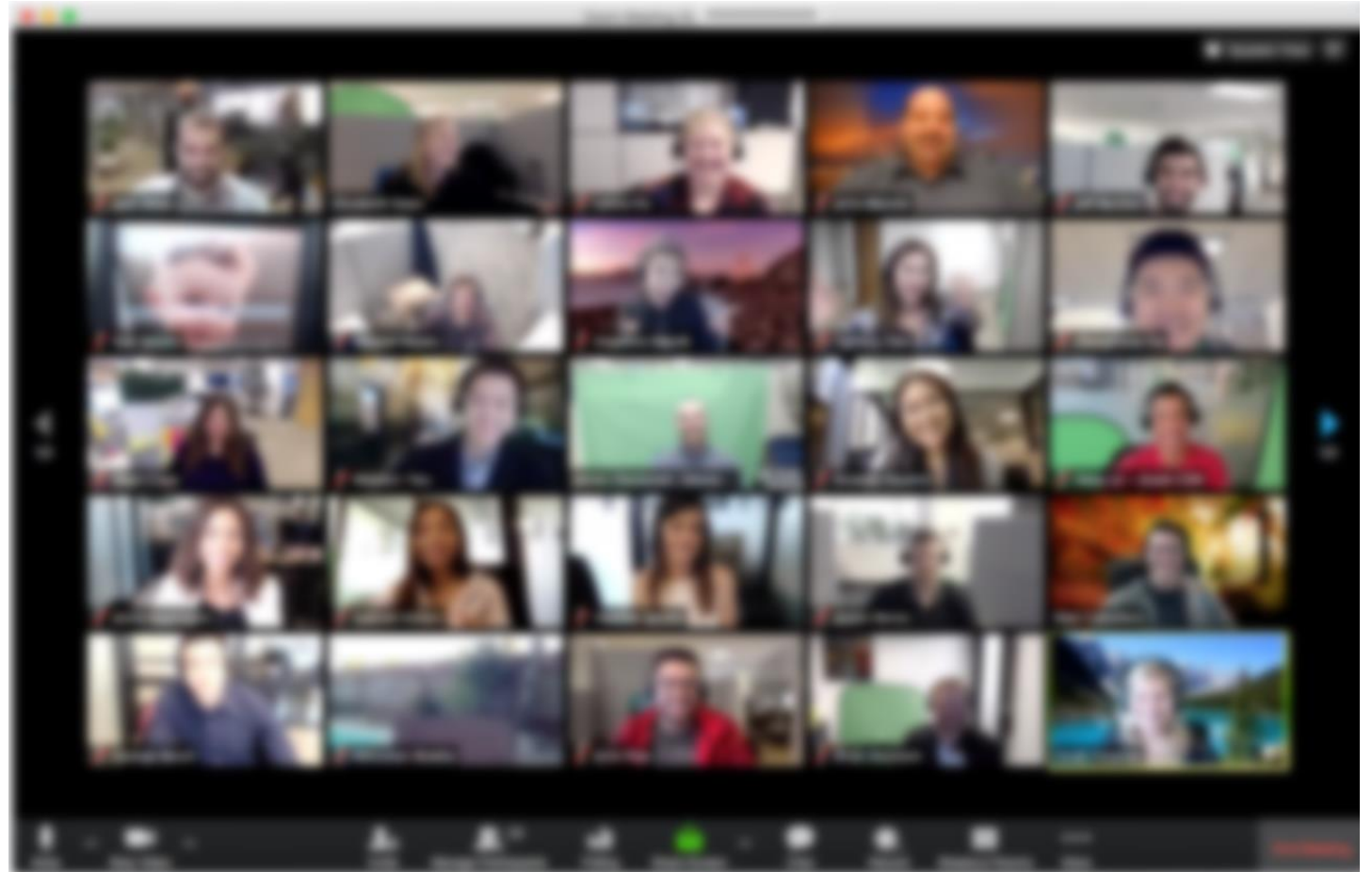
The use of Communication Plan

- For everything related to project:
 - Coordination
 - Implementation of project activities
 - Additional information request
 - Adaption or changes? No changes without formal approval from PO in Brussels
 - Reporting etc
- The use of technology for different purposes:
 - Slack, Zoom – synchronous communication
 - Emails – asynchronous communication
 - Teams – Archive of all documents
 - Website, Social Media – communication with public and all the stakeholders
 - TV, Radio – for disseminating the activities of the project

Communication platforms



Zoom



Slack

EduTechUP

The screenshot displays the Slack interface for the EduTechUP workspace. On the left sidebar, the workspace name 'EduTechUP' is at the top with an 'Upgrade Plan' button. Below it are 'Slack Connect' and 'Browse Slack' options. The 'Channels' section is expanded, showing '# general' (selected), '# random', and '# researchclusters', along with an 'Add channels' button. Under 'Direct messages', several contacts are listed: Krenare Pireva, Blerim Saqipi, Florent Bunjaku, Kastriot, Krenare Nuci, and Kyvete Shatri, with an 'Add coworkers' button at the bottom.

The main content area shows the '# general' channel header with a search bar and a '+ Add a bookmark' button. Below the header, a description states: 'You created this channel on March 14th. This is the very beginning of the # general channel. Description: This is the one channel that will : and team-wide conversations. (edit)'. An 'Add people' button is visible below the description. A notification banner indicates that messages and files older than 90 days are hidden, with a 'Learn More' button.

A date separator shows 'Tuesday, March 21st'. A message from 'Blerim Saqipi' at 1:32 PM is shown, stating 'joined #general. Also, Kastriot joined.'. Below the message is a rich text editor with various formatting options (bold, italic, link, list, code, etc.) and a 'Message #general' input field. At the bottom, there is a toolbar with icons for adding attachments, text formatting, emojis, mentions, video, voice, and screen sharing.

Teams

UP-101082862

The screenshot displays the Microsoft Teams interface. On the left, a navigation pane shows 'All teams' with a purple 'UT' icon, and a list of channels for the team 'UP - 101082862 (TKaAE...)', including 'General'. The main area shows the 'General' channel with a file list. The breadcrumb path is 'Documents > General > 1. WP1 Preparation > 1.1. Kickoff Meeting > 3. Presentations'. The file list table is as follows:

Name	Modified	Modified By
FEDu Presentation.pptx	June 22	Krenare Nuci
Presentation_LNU_WorkPackage#7.pptx	June 22	Krenare Nuci
Presentation_template.pptx	May 27	Krenare Nuci
Presentation_template-WP3.pptx	June 22	Krenare Nuci
Presentation_WP4.pptx	June 22	Krenare Nuci
Project administration_Communi...	June 22	Krenare Nuci
UP_Presentation.pptx	June 22	Krenare Nuci
UUHP - WP8.pptx	June 27	arsim.susuri
UUHP brief presentation.pptx	June 27	arsim.susuri
Work_Package2-UT-TKaAEDITE_presentatio...	June 22	Krenare Nuci

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Further information/documents will be
published under