**Attendees**

Katarina Manojlovic, Chrisa Christodoulaki, Marta Puente Carmona, Esther Bleys, Solène Vossot

**Meeting purpose**

To understand how the Trasys team can help Wavestone regarding course creation and publishing on the EU Academy platform, as well as deciding the following actions to achieve it.

**Summary:**

In the call, the two teams discussed the needs from Wavestone and how Trasys could support them. The team of Wavestone has already produced the course and they want to publish it on the EU Academy platform. They have provided Trasys with the course materials and then, Trasys will proceed with the course creation, as well as granting them teacher rights by Thursday.

**Actions**:

* Wavestone to send course information form by 29/11
* Trasys to upload course materials to the Academy platform before 01/12