**BASIC TIMELINE TEMPLATE**

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| **Dates** | **Type of activity** | **Location** | **Who involved** | **Expected outcomes** | **Who is responsible** | **Additional notes / Access requirements** |
| *Example:**13 March 2022* | *Example:**Partner meeting* | *Example:**Zoom* | *Example:**Josephine Bloggs (England), Siobhan Davidson (Scotland), Carlos Albeniz (Spain), Trine Moen (Norway)* | *Example:**Confirm project timeline and activities, plan upcoming meeting* | *Example:**Siobhan Davidson* | *Example:* *2 hours long – send around project documents beforehand.* *BSL interpretation required.* |
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