

MEETING AGENDA

Date: April 26th

Place: Valencia (Spain)

Address: Universitat Politècnica de València, Camino de Vera sn 46022 Valencia

Contact Persons: María Segura (masese@upv.es), +34 963 87 76 06

Day 1 – 26 April 2022

Hour: 09:30 – 17:00 CET

09:30 to 09:35 Welcome

09:35 to 10:00 Presentation of Partners (ALL) ≈ 6 minutes per partner including;

- Presentation of entity and project team
- What do you expect from the project?
- Prepare 2/3 slides with entity information, logo, entity contact information and responsible contact information. Information will be used for the website and project documentation

10:00 to 11:00; Project Overview (UPV)

- Problem targeted and Innovative approach
- Methodology and Intellectual Outputs
- Tasks and Responsibilities
- Overall Planning > GANTT Chart

11:00 to 11:30; Questions on Project Overview (ALL)

- Questions and clear understanding of the direction of the project and the responsibilities of each partner.
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11:30- 12:00 Coffee Break

12:00 to 12:20; IO1 (ORAS)

- Objectives
- Participants and roles
- Planning

12:20 to 12:40; IO2 (UIT)

- Objectives
- Participants and roles
- Planning

12:40 to 13:00; IO1 (IVASS)

- Objectives
- Participants and roles
- Planning

13:00 to 13:30 IOs discussion and workplan approval (ALL)

13:30- 15:00 Lunch Break

15:00 to 15:40; Project Management (UPV)

- Management structure, procedures and tools
- Administrative and Financial Rules
- Granted Budget
- Reporting procedures

15:40 to 16:10; Dissemination (UPV)

- Corporate Image (logo)
- Dissemination Plan and information needed from partners to complete it - Approach for the use of Social Media (facebook, etc...)
- Dissemination rules

16:10 to 17:00 Closing. (ALL)

- Agreements
 - Minutes of the meeting
 - Actions and next meeting
 - Any other business
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