



KICK-OFF MEETING OF SFEDA PROJECT

Venue: University of Patras, Mechanical Engineering and Aeronautics Dept.
Polyorofo Building, Mechanical Engineering Faculty Meeting Room
(University Campus, 26504 Rio, Patras)

Monday 30 October 2017

9.00-11.00. Introductions. (ALL)

- Welcome - Objectives of the meeting. (UPat 5 minutes).
- Presentation of each partner (15 minutes presentation of each partners. Presentation of the observer partners)

11.00-11.30: Coffee break

11.30- 12.00: Finances - Audit trail system (Upat Research Committee representative).

12.00-13:00: Project implementation (LP)

- Project overview
- Description of the work
- Project Work Plan and monitoring

13.00-14.00: Lunch break

14.00-15.00: Organization, Communication, Reporting Requirements. (LP)

- Appointment of roles, WP & Task Leaders, set-up: a) Steering Committee), b) Project Team, c) Technical Committee.
- Communication Plan (Internal -External)
- Ensure understanding of deliverables (i.e., design and construction package submittal)

15.00-15.45: WP3: Analyses and evaluations of the targeted areas and the risk (LP, PP3)

- Timeline
- Partner contribution.
- Expected results by each partner.
- Milestones

15.45-16.15: Coffee break

16.15-17.00: WP4: Planning, designing and building of the system (LP, PP4, PP6)

- Timeline
- Partner contribution.
- Expected results by each partner.
- Milestones



Tuesday 31 October 2017

09.00-09.45: WP5: System integration and exploitation (LP, PP4, PP6)

- Timeline
- Partner contribution.
- Expected results by each partner.
- Milestones

09.45-10.30: WP6: Demonstration events, seminars and trainings (LP, PP4, PP6)

- Timeline
- Partner contribution.
- Expected results by each partner.
- Milestones

10.30-11.00: Coffee break

11.00-12.30: Planning the follow-up actions -Discussion on the project. (ALL)

12.30-13.00: Wrap-up of the meeting. (ALL)

13.00-14.00: Lunch break

