

# Kick-off Meeting

**Date:** 21-22 January 2016

**Venue:** ATOS Business Technology & Innovation Center in Madrid

**Organised by:** ATOS Spain

**Contact person:** Carmen L. Padrón-Nápoles



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Framework Programme of the European Union

## Agenda

Day 1: Thursday, 21 January 2016			
Time	Description	Chair	Duration
08:45 – 09:00	Arrival and registry, coffee/tea	-	15'
09:00 – 09:15	Welcome, introductions, approval of the agenda	ATOS	15'
09:15 – 09:45	WP 11 "Project Management" (15' presentation and 15' discussion) <ul style="list-style-type: none"> <li>✓ Objectives of the WP</li> <li>✓ Description of the tasks (extended from DoA)</li> <li>✓ Deliverables for the whole WP</li> <li>✓ Goals and KPIs for the 1<sup>st</sup> reporting period</li> <li>✓ Action points until the next meeting</li> </ul>	ATOS	30'
09:45– 10:15	Project overview & MaTHiSiS Pilots: <i>"From Linear Storytelling to Education Everywhere, All the Time"</i>	CERTH	30'
10:15 – 10:30	Coffee break	-	15'
10:30– 12:00	Partner presentation (5' / 3-5 slides each): <ul style="list-style-type: none"> <li>✓ Partner profile: Organization introduction, Research and Development interests and current involvement in other EC funded projects (1 slide)</li> <li>✓ Contributions to MaTHiSiS: related products / research and participation in the Wps/tasks(1-2 slides)</li> <li>✓ MaTHiSiS team (please include photos) and expertise (1-2 slides)</li> </ul>	All	90'
12:00 – 13:00	WP 1 "Exploitation, business planning and product development" (30' presentation and 30' discussion): <ul style="list-style-type: none"> <li>✓ Objectives of the WP</li> <li>✓ Description of the tasks (extended from DoA, initial planning, detailed timing and milestones, relations with other WPs, internal collaboration)</li> <li>✓ Expected outcomes (Deliverables for the whole WP, KPIs for the 1<sup>st</sup> reporting period)</li> <li>✓ Potential risks and mitigation measures</li> <li>✓ Discussion (doubts, unclear aspects and agreements)</li> <li>✓ Action points until the next meeting</li> </ul>	NG	60'
13:00 – 14:30	WP 2 "User, System and Ethics Requirements" (30' presentation and 60' discussion):	NTU,VUB	90'

	<ul style="list-style-type: none"> <li>✓ Objectives of the WP</li> <li>✓ Description of the tasks (extended from DoA, initial planning, detailed timing and milestones, relations with other WPs, internal collaboration)</li> <li>✓ Expected outcomes (Deliverables for the whole WP, KPIs for the 1<sup>st</sup> reporting period)</li> <li>✓ Potential risks and mitigation measures</li> <li>✓ Discussion (doubts, unclear aspects and agreements)</li> <li>✓ Action points until the next meeting</li> </ul>		
14:30 – 15:30	<i>Lunch</i>	-	60'
15:30 – 16:30	<p>WP 3 “Smart Learning Atoms and Graph Tools” (30’ presentation and 30’ discussion):</p> <ul style="list-style-type: none"> <li>✓ Objectives of the WP</li> <li>✓ Description of the tasks (extended from DoA, initial planning, detailed timing and milestones, relations with other WPs, internal collaboration)</li> <li>✓ Expected outcomes (Deliverables for the whole WP, KPIs for the 1<sup>st</sup> reporting period)</li> <li>✓ Potential risks and mitigation measures</li> <li>✓ Discussion (doubts, unclear aspects and agreements)</li> <li>✓ Action points until the next meeting</li> </ul>	DXT	60'
16:30 – 17:30	<p>WP 4 “Affective and Natural Interaction Instruments” (30’ presentation and 30’ discussion):</p> <ul style="list-style-type: none"> <li>✓ Objectives of the WP</li> <li>✓ Description of the tasks (extended from DoA, initial planning, detailed timing and milestones, relations with other WPs, internal collaboration)</li> <li>✓ Expected outcomes (Deliverables for the whole WP, KPIs for the 1<sup>st</sup> reporting period)</li> <li>✓ Potential risks and mitigation measures</li> <li>✓ Discussion (doubts, unclear aspects and agreements)</li> <li>✓ Action points until the next meeting</li> </ul>	CERTH	60'
17:30	<i>End of Day 1</i>	-	-
20:00	<i>Social Event</i>	-	-

<b>Day 2: Friday, 22 January 2016</b>			
<b>Time</b>	<b>Description</b>	<b>Chair</b>	<b>Duration</b>
08:45 – 09:00	Arrival, coffee/tea -		15'
09:00 – 09:15	Recap on the conclusions from Day 1	ATOS	15'
09:15 – 10:15	WP 5 “Platform Agents” (30’ presentation and 30’ discussion): ✓ Objectives of the WP ✓ Description of the tasks (extended from DoA) ✓ Robotic Layer (UM) ✓ Mobile Layer (OTEAcademy) ✓ IWB Layer (ATOS) ✓ Expected outcomes (Deliverables for the whole WP, KPIs for the 1 <sup>st</sup> reporting period) ✓ Potential risks and mitigation measures ✓ Discussion (doubts, unclear aspects and agreements) ✓ Action points until the next meeting	DXT,UM, OTEAcademy, ATOS	60'
10:15 – 11:15	WP 6 “Collaboration and Decision Support System” (30’ presentation and 30’ discussion): ✓ Objectives of the WP ✓ Description of the tasks (extended from DoA, initial planning, detailed timing and milestones, relations with other WPs, internal collaboration) ✓ Expected outcomes (Deliverables for the whole WP, KPIs for the 1 <sup>st</sup> reporting period) ✓ Potential risks and mitigation measures ✓ Discussion (doubts, unclear aspects and agreements) ✓ Action points until the next meeting	UM	60'
11:15 – 11:30	Coffee break		15'
11:30 – 12:30	WP 7 “System Integration” (15’ presentation and 45’ discussion): ✓ Objectives of the WP ✓ Description of the tasks (extended from DoA, initial planning, detailed timing and milestones, relations with other WPs, internal collaboration) ✓ Expected outcomes (Deliverables for the whole WP, KPIs for the 1 <sup>st</sup> reporting period) ✓ Potential risks and mitigation measures ✓ Discussion (doubts, unclear aspects and agreements) ✓ Action points until the next meeting	ATOS	60'
12:30 –	WP 8 “Pilots in Education”	FMD,NTU,PE	90'

14:00	<p>(30' for each Pilot task)</p> <ul style="list-style-type: none"> <li>✓ Objectives of the WP</li> <li>✓ Description of the tasks (extended from DoA, initial planning, detailed timing and milestones, relations with other WPs, internal collaboration)</li> <li>✓ Expected outcomes (Deliverables for the whole WP, KPIs for the 1<sup>st</sup> reporting period)</li> <li>✓ Potential risks and mitigation measures</li> <li>✓ Discussion (doubts, unclear aspects and agreements)</li> <li>✓ Action points until the next meeting</li> </ul>		
14:00 – 15:00	<i>Lunch</i>		60'
15:00 – 16:00	<p>WP 9 “Pilots in Industry” (30' for each Pilot task)</p> <ul style="list-style-type: none"> <li>✓ Objectives of the WP</li> <li>✓ Description of the tasks (extended from DoA, initial planning, detailed timing and milestones, relations with other WPs, internal collaboration)</li> <li>✓ Expected outcomes (Deliverables for the whole WP, KPIs for the 1<sup>st</sup> reporting period)</li> <li>✓ Potential risks and mitigation measures</li> <li>✓ Discussion (doubts, unclear aspects and agreements)</li> <li>✓ Action points until the next meeting</li> </ul>	EOPPEP,AV	60'
16:00 – 16:30	<p>WP 10 “Dissemination and Communication activities” (15' presentation and 15' discussion)</p> <ul style="list-style-type: none"> <li>✓ Objectives of the WP</li> <li>✓ Description of the tasks (extended from DoA, initial planning, detailed timing and milestones, relations with other WPs, internal collaboration)</li> <li>✓ Expected outcomes (Deliverables for the whole WP, KPIs for the 1<sup>st</sup> reporting period)</li> <li>✓ Potential risks and mitigation measures</li> <li>✓ Discussion (doubts, unclear aspects and agreements)</li> </ul> <p>Action points until the next meeting</p>	CERTH	30'
16:30 – 17:00	<p>Next steps:</p> <ul style="list-style-type: none"> <li>✓ List of deliverables, negotiated deadlines and reviewers</li> <li>✓ List of tasks in focus to generate the deliverables</li> <li>✓ List of Action points</li> <li>✓ Next meetings</li> </ul>	ATOS	30'
17:00 – 17:15	KOM Wrap-up	ATOS	15'
17:15	<i>End of Day 2 / End of meeting-</i>		

## List of Participants

Partner - name	Participant	Signature 1st day	Signature 2nd day
ATOS	Susana Palomares		
ATOS	Carmen Padron		
ATOS	Ana María Piñuela		
ATOS	Nadia Politou		
ATOS	Francesco D'Andria		
ATOS	Javier Serrano Fernandez		
ATOS	Miquel Milá		
DIGINEXT	Clément RODRIGUES-VIGUIER		
DIGINEXT	Alexandre Ahmad		
CERTH	Nicholas Vretos		
CERTH	Petros Daras		
CERTH	Dimitris Katsikas		
NCSR	Vaggelis Spyrou		
NTU	David Brown,		
NTU	Nasser Sherkat		
NTU	Gianni Acampora,		
NTU	Helen Boulton		
RIX	Andrew Minnion		
UM	Stelios Asteriadis		
UoN	Penny Standen		
UoN	Anne Emerson		
UoN	David Charnock		
VUB	Dariusz Kloza		
VUB	Eugenio Mantovani		
FMD	Annaleda Mazzucato		
OTEA	George Agapiou		
IMOTEC	Vilma Ferrari		
IMOTEC	Donata Pečiukėnienė		
LCS	Assunta Parrilli		
NG	Andrew Pomazanskyi		
JCYL	Maria A. Blanco		
JCYL	Javier Pereda		
JCYL	Margarita Blanco		
JCYL	M <sup>a</sup> Pilar González		
NOCQVG	Dimitris Gaitanis		
NOCQVG	Dimitra Dede		
PE	Stefano Cobello		