

Kick Off Meeting Agenda

Project: Catalysing innovation and entrepreneurship unlocking the potential of emerging production and business models

Dates: Thursday 13 & Friday 14 September 2018

Location: Frontzou Politeia, Ioannina; Municipality of N. Tzoumerka, Pramanda.

Hosting Partner:

P2 - Stichting Peer to Peer Alternatives – Greece

Invitees:

- LP - Greek Free Open Source Software Society (GFOSS)
- P3 - Lakatamia Municipality
- P4 - Open Labs
- P5 - Municipality of Northern Tzoumerka
- P6 - University of Nicosia Research Foundation
- P7 - National Center of Folklore Activities

Kick-Off Meeting Objectives:

- Introduction of PHYGITAL project partners to the new Partner (P3) and familiarization with the new PHYGITAL project team
- Update on the activities implemented so far and re-establishment of the project schedule
- Synchronisation of the pilot activities in the three project areas (Greece, Cyprus & Albania)
- Agreement of the critical milestones for the next trimester

Thursday 13 September 2018 (starting @12.00 noon)

Topics	Presenter Name	Time
Introductions		
Welcome speech	Representative of P2P Lab	12.00-12.10
Introduction of PHYGITAL project team and partners in the occasion of the new (P3) entry	Partners' representatives	12.10-13.00
Project Development & Implementation		
Reporting on project implementation so far by the partners, including procurement status	Partners' representatives	13.00-14.30
	Coffee-break	14.30-15.00
WP3: overall workplan and task allocation per partner & action plan up to December 2018	Partners' representatives	15.00-16.00
WP4: overall workplan and task allocation per partner & action plan up to December 2018	Partners' representatives	16.00-17.00
Q&A – Open discussion	Partners' representatives	17.00-17.30

Friday 14 September 2018 (starting @10.00 p.m.)

Topics	Presenter Name	Time
Introduction		
Welcome by local representatives	Representatives of Municipality of Northern Tzoumerka	10.00-10.10
Presentation of the Makerspace and community engagement activities in N. Tzoumerka (territorial challenges; target groups & communication strategy)	Representatives of P2P Lab	10.10-11.00

Project Development & Implementation

WP5: overall workplan and task allocation per partner & action plan up to December 2018	Partners' representatives	11.00-12.00
Coffee-break		12.00-12.30
Project management & coordination		
Discussion concerning methods & tools for the project communication & dissemination – Presentation of the project's communication plan	Partners' representatives	12.30-13.30
Project management & coordination: internal communication, workplan, milestones, etc. Scheduling of the next project meeting	Partners' representatives	13.30-14.30
Evaluation of the project meeting	Partners' representatives	14.30-15.00
Approval of the project meeting minutes	Partners' representatives	15.00-15.30
Additional Information		
Working language	English	
Additional material per partner		
Partners are requested to prepare <ul style="list-style-type: none"> - a 10-minutes presentation in ppt form in order to present their organizations - a 10-minutes presentation in ppt form in order to present the project implementation so far, including procurement status 		