KICK OFF MEETING AGENDA

13TH & 14TH FEBRUARY 2018, ATHENS

Venue: Civitel Attik, 11 Olimpias str.151 24 Maroussi, Attica, Greece

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CONTENTS

Goals:

- To establish a common vision for the project;
- To communicate contributions and expectations from each partner;
- To discuss Data sources, requirements and handling procedures;
- To establish a draft framework for the Ethics and Data Governance of the project;
- To discuss the approach, management structure and critical milestones;
- To explain contractual and administrative duties and reporting procedures;
- To agree on action plan for next 6 months per working group and for whole project.

HIGHLEVEL OVERVIEW

TUESDAY 13TH FEBRUARY 2018

FULL DAY 09:30 – 17:00

Introductions, Project Overview, Pilots, Project Ethics, and Data Governance

EVENING 17:30 – 21:30

Dinner

WEDNESDAY 14TH FEBRUARY 2018

MORNING SESSION 09:30 – 13:00

Project Management, Deliverable sign-off, and short-term plans

AFTERNOON SESSION 14:00 – 17:00

Technical Workshop

KICK OFF MEETING (DAY 1)

TUESDAY 13TH FEBRUARY 2018

FULL DAY SESSION

09:30 – 10:00	Welcome and Partners Introduction	Ibad Kureshi (ILS)
10:00 – 10:30	Track&Know Vision, Objectives	Yannis Theodoridis (UPRC)
10:30 – 11:00	Project Requirements (WP1)	Angelos Liapis (KT)
11:00 – 11:30	Project Officer Presentation (incl. Q&A)	Martina Eydner (EC)
11:30 – 11:45	Coffee Break	
11:45 – 12:05	Big Data Mobility Integrator (WP2)	Marios Logothetis (INTRASOFT)
12:05 – 12:25	BDP Toolbox (WP3)	Christos Doulkeridis (UPRC)
12:25 – 12:55	BDA and CER Toolbox (WP4)	Mirco Nanni (CNR)
12:55 – 13:15	Visualisation Toolbox (WP5)	Gennady Andrienko (FRHF)
13:15 – 14:00	Light Lunch	
14:00 – 14:30	Insurance Business Case (WP6)	Fabio Menichetti (SIS)
14:30 – 15:00	Medical Business Case (WP6)	Toni Staykova (CEL)
15:00 – 15:30	Transport Business Case (WP6)	Costas Theodoropoulos (ZEL)
15:30 – 15:45	Coffee Break	
15:45 – 16:45	Project Ethics, Data Requirements & Governance: Preparation for D9.2 & D9.1	Ibad Kureshi, Pat O'Sullivan (ILS)
16:45 – 17:00	Day 1 Wrap-up & Next Steps	Ibad Kureshi (ILS)

DINNER

19:30 – 21:30	Dinner

KICK OFF MEETING (DAY 2)

WEDNESDAY 14TH FEBRUARY 2018

MORNING SESSION

09:30 – 09:40	Welcome and Overview	
09:40 – 10:30	Project Management Overview and discussion and sign-off Deliverables D8.1 (Project Management Plan) D9.2 (Ethics Panel) Discussion and Sign-off	Ibad Kureshi (ILS)
	TeamWork presentation (WP8)	Georgia Tsiochandari (ILS)
10:30 – 11:00	Quality Assurance and Risk Management process, D8.2 (Project Quality Assurance)	George Koutalieris (INTRASOFT)
11:00 – 11:15	Coffee Break	
11:15 – 11:45	Dissemination and Exploitation Plan (WP7), Deliverables D7.1 (Website)	Ansar Yasar (UHASSELT)
11:45 – 12:15	Short term Implementation Plan and Discussion	Ibad Kureshi (ILS)
12:15 – 12:50	Matters Arising from CA	Ibad Kureshi (ILS)
12:50 – 13:00	Wrap up	Ibad Kureshi (ILS)
13:00 – 13:45	Light Lunch	

AFTERNOON SESSION (TECHNICAL WORKSHOP)

13:45 – 14:15	Development, Reporting and Testing Procedures	Yannis Theodoridis (UPRC)
14:15 – 14:45	WP2: Technical discussion and Workload division	Marios Logothetis (INTRASOFT)
14:45 – 15:15	WP3: Technical discussion and Workload division	Christos Doulkeridis (UPRC)
15:15 – 15:45	WP4: Technical discussion and Workload division	Mirco Nanni (CNR)
15:45 – 16:15	WP5: Technical discussion and Workload division	Gennady Andrienko (FRHF)
16:15 – 16:30	Day 2 Wrap-up & Next Steps	Ibad Kureshi (ILS)

ABSTRACT OF SESSIONS

TRACK&KNOW VISION AND OBJECTIVES

Session to outline the project vision and to pin down the formal outcomes for Project Track & Know.

PROJECT ETHICS, DATA REQUIREMENTS & GOVERNANCE: PREPARATION FOR D9.2 & D9.1

Discussion and agreement on broader ethical issues followed by specific discussions for data handling in light of GDPR. Handling here refers to: anonymization; types of analysis; data convolution etc. Including actions to be taken in the event of inadvertent breaches.

In light of the outlined pilots and toolboxes a discussion on what data is required from the data providers, the time frames for the data delivery, the concerns (from a commercial perspective) of how data is handled (copies, silos, access rights etc.).

PROJECT MANAGEMENT & MATTERS ARISING FROM CA

- Agree on Advisory Board members and NDA
- Update Risk Register
- Meeting schedules and memberships

TECHNICAL WORKSHOP

This session allows the technical parties to align on development methodologies and monitoring procedures. Work package leaders will be given a chance to outline how they expect development to proceed and how the effort will be divided