



Kick-Off Meeting, Sassari 11-13 January 2017

DAY 1	Goals:	Participants & Chair(s)	
	1. Provide an overview of the project and its goals 2. Learn about partners and their expectations 3. Define project management procedures. 4. Identify deliverables and milestones for M4 meeting and M9 review		
13:00 – 14:00	Welcome Reception @ UNISS		
14:00 – 15:00	<ul style="list-style-type: none"> ✓ Welcome Speeches (Project Coordinator, Project Leader and Host Institution) – 30' ✓ CERBERO overview – 15' 		Michael Masin Francesca Palumbo
15:00 – 18:30 (c.b. 16:00)	Teams presentations: <ul style="list-style-type: none"> ✓ role in project ✓ risks and success criteria ✓ CERBERO team 	15' x 4 = 1 h 15' coffee break 15' x 8 = 2 h	Presentations by: 1 representative per Partner
18:30 – 19:30	GA administrative meeting: <ul style="list-style-type: none"> ✓ PM procedures ✓ Choose Innovation Manager (IM) and Dissemination and Communication manager (DM) ✓ Schedule next meetings/venues 	1 h	Round Table, Chair: Michael Masin
19:30 – 20:30	PMIB meeting [PMIB member only: PC + TC + IM + DM + WPLs + UCLs]: <ul style="list-style-type: none"> ✓ - cross-check and identify the relationship among the "dues" at M4 and M9 	1 h	Restricted Round Table, Chair: Francesca Palumbo
20:30	Welcome Cocktail @ ABINSULA		

DAY 2	Goals:	Participants & Chair(s)	
	1. Define a first draft of use case needs and corresponding technical requirements 2. Build a preliminary system-level solution architecture and define initial interfaces. 3. Plan tasks and responsibilities till the first review (M9) with a detail plan for the first quarter. 4. Build task teams with appropriate venues in 4-6 months to submit collaborative papers.		
09:00 – 11:45 (c.b. 10:30)	Overview of each WP and discussion (with a feedback from PMIB meeting) ✓ WP activities, goals and interactions ✓ Expected outcome at M9 Plan towards their first milestones and deliverables after M9	WP2-WP6 (15' presentation + 15' discussion)*5 15' coffee break	Presentations by: WP Leaders
11:45 – 12:45	Use case needs and technical requirements	1 h	Presentations by: UC Leaders
12:45 – 14:00	Lunch Break @ Borgo di Torre Tonda 24/26, Via Torre Tonda - 07100 Sassari		1:15
14:00 – 16:00 (c.b. 15:45)	CERBERO model-to-model transformation and toolchain integration	1:45 h 15' coffee break	Round Table, Chair: WP3 and WP5 leaders
16:00 – 17:00	Plans for review (M9) and mid-term meetings (M4): ✓ tasks and responsibilities ✓ deliverables	1 h	Round Table, Chair: Francesca Palumbo
17:00 – 18:00	Dissemination + Definition of working groups for collaborative papers	1 h	Round Table, Chair: Dissemination Manager
20:00	Social Event/Dinner @ Il Quirinale 24/26, Via Cavour, 3 - 07100 Sassari		

DAY 3	Goals:	Participants & Chair(s)	
	1. Ad-Hoc technical meetings		
08:30 – 10:15 (c.b. 10:00)	Activities on System Architecture ✓ Tools Providers and Integrators working on the CERBERO platform	1:30 h 15' coffee break	Round Table, Chair: Katuscia Zedda & Antonio Solinas
10:15 – 12: 45	Slot available for WP leaders (2-6) to organize specific f-2-f meeting on M1-M9 critical issues. [UPON REQUEST]	2:30 h	Round Table, Chair: WP Leaders