

**Kick Off Meeting Agenda**

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

**Dates:** Thursday 7 & Friday 8 December 2017

**Location:** Athens Investment Center  
 44 Vassileos Konstantinou Avenue, P.C.  
 11635

[www.aic-business.gr](http://www.aic-business.gr)

**Hosting Partner:**

Greek Free Open Source Software Society (GFOSS)

**Invitees:**

- Stitching Peer to Peer Alternatives (P2P Lab)
- ARTos Cultural & Research Foundation
- OPEN LABS
- Municipality of Northern Tzoumerka
- University of Nicosia Research Foundation
- National Center of Folklore Activities

**Kick-Off Meeting Objectives:**

- Introduction of PHYGITAL project partners
- Interpersonal familiarization with the PHYGITAL project team
- Deep understanding of the project concept, objectives and expected results
- In depth analysis of the project activities as a whole as well as of the tasks allocated per partner
- Agreement of the critical milestones of the PHYGITAL project
- Establishment of the PHYGITAL Project Steering Committee
- Establishment of a stable and effective collaboration and communication framework

**Thursday 7 December 2017 (starting @12.00 noon)**

Topics	Presenter Name	Time
<b>Introductions</b>		
Welcome speech	Representative of GFOSS	12.00-12.10
Introduction of PHYGITAL project partners	Partners' representatives	12.10-13.00
PHYGITAL project overview: concept, objectives, WPs & main outputs, expected results	Representative of GFOSS	13.00-13.30
Coffee-break		13.30-14.00
<b>Project Management &amp; Coordination</b>		
Presentation of the main Program and Project documents to be studied and followed by all the partners	Representative of GFOSS	14.00-14.20
Partners tasks related to the project management & Partners' pending obligations related to the project initiation	Representative of GFOSS	14.20-14.40
Discussion on partners' procurement plans & preparatory actions already in progress	Partners' representatives	14.40-15.40
Coffee-break		15.40-16.00

Establishment of the PHYGITAL Project Steering Committee	Representative of GFOSS	16.00-16.20
Discussion concerning methods & tools to ensure continuous partners collaboration and internal communication	Partners' representatives	16.20-16.40
Other issues related to the project management & coordination	Partners' representatives	16.40-17.00
<b>Project Development &amp; Implementation</b>		
Presentation of project's overall working plan. Roles and Responsibilities per partner. Actions. Deliverables. Timetable. Milestones.	Representative of P2P Lab	17.00-17.40
Open discussion - Q&A	Partners' representatives	17.40-18.00
<b>Friday 8 December 2017 (starting @09.00 a.m.)</b>		
<b>Topics</b>	<b>Presenter Name</b>	<b>Time</b>
<b>Project Development &amp; Implementation</b>		
Territorial challenges: knowledge of partners territories (geography, socio-economic challenges etc.), local stakeholders and target groups	Partners' representatives	09.00-10.00
Presentation of the project communication strategy and target groups to address	Representative of GFOSS	10.00-10.20
Planning of the first I&P activities at local and transnational level	Partners' representatives	10.20-10.40
	Coffee-break	10.40-11.00
In depth analysis of the WP3 activities & deliverables (requirements, activities, time plan, task allocation)	Representative of P2P Lab Partners' representatives	11.00-11.30
In depth analysis of the WP4 activities & deliverables (requirements, activities, time plan, task allocation)	Representative of GFOSS Representative of P2P Lab Partners' representatives	11.30-12.00
In depth analysis of the WP5 activities & deliverables (requirements, activities, time plan, task allocation)	Representative of P2P Lab Partners' representatives	12.00-12.30
	Coffee-break	12.30-13.00
In depth analysis of the WP6 activities & deliverables (requirements, activities, time plan, task allocation)	Representative of GFOSS Partners' representatives	13.00-13.30
Action plan for the first semester (up to March 2018)	Representative of GFOSS Partners' representatives	13.30-14.00
<b>Other issues</b>		
Evaluation of the project meeting	Partners' representatives	14.00-14.30
Approval of the kick-off project meeting minutes Scheduling of the next project meeting	Partners' representatives	14.30-15.00
<b>Additional Information</b>		
<b>Working language</b>	English	
<b>Additional material per partner</b>		

Partners are requested to prepare

- a 10-minutes presentation in ppt form in order to present their organizations
- a 10-minutes presentation in ppt form in order to present their procurement plans & preparatory activities
- a 10-minutes presentation in ppt form in order to analyse their territorial challenges (geography, socio-economic challenges etc.) and define the profile of their local stakeholders and target groups