

iTEM Project Kick Off Meeting

Department of Electronic Engineering Meeting Room

**14th and 15th of February 2019 , Department of Electronic Engineering, School of Applied
Sciences, TEIoC, Chania, Romanou 3, Crete, Greece**

Agenda

Thursday 14th of February 2019

0900 – 0930: Registration of the Participants

0930 – 0940: Welcome and presentation of the school from the Head of School of Applied
Sciences, Acc. Prof. I. Vardiambasis

0940 – 0950: Welcome & Presentation of the Department from the Head of the Department
of Electronic Engineering, Acc. Prof. A. Konstantaras

0950 – 1000: Welcome talk from the Academic Head of the Erasmus Office, Prof. I. Kaliakatsos

1000 – 1030: The Erasmus Activities of the Department of Electronic Engineering, Acc. K.
Petridis

1030 – 1300: Presentation of the Participant Institutions

(1030 – 1040) P2 Aalborg University

(1040 – 1050) P3 Czech Technical University

(1050 – 1100) P4 Ss Cyril & Methodius University

(1100 – 1110) P5 UMIT

(1110 – 1120) P6 Holon Institute of Technology

(1120 – 1130) P7 Hadassah Academic College

(1130 – 1140) P8 Weizmann Institute of Science

(1140 – 1150) P9 The National University of Uzbekistan

[Type here]



(1150 – 1200) P10 TUIT

(1200 – 1210) P11 University of Mitrovica

(1210 – 1220) P12 University College

(1220 – 1230) P13 University of Karlstad

(1230 – 1240) P14 University of La Laguna

(1240 – 1250) P15 University of Pristina

(1250 – 1300) P16 KEEI

1300 – 1430: Lunch Break / Coffee Break

1430 – 1600: Presentation of the iTEM project (Dr Nissim Harel / Acc. Prof. K. Petridis)

- (a) Project's Timeline
- (b) Project's Work Packages – Deliverables
- (c) The role & Deliverables per Partner
- (d) Supporting Documents (Grant Agreement, Partner Agreement, Application Form, Erasmus Manual) (Dr. Petridis)
- (e) Amendments Letters – When? (Dr. Petridis)

1600 – 1730: Round Table Discussion with the partners / Problems to be Introduced in Partner's Calculus I & Linear Algebra Curricula

1730 – 1745: Coffee Break

1745 – 1830: Dissemination Plan, Labelling, Tools / Exploitation Actions

2030: Meeting for Dinner (To be announced)

Friday 15th of February

0900 – 0915: Registration of the Partners

0915 – 1030: Financial Management of the iTEM Project (Acc. Prof. K. Petridis / Mrs K. Tsitou)

[Type here]



- (a) Total Budget per WP / The Cost Categories / Budget per Partner
- (b) Travel Costs – The Distance Calculator – How & When to Report – Documentation
- (c) Staff Costs – Documentation – How & When to Report
- (d) Subcontracting Costs – Justification – Documentation
- (e) Equipment Costs – Justification – Purchase Selection / Procedure – Documentation
- (f) Exceptional Costs – When do we apply them
- (g) Transferring Budget Rules
- (h) Quiz using Kahoot! (there is an award for the winner!!!)

1030 – 1045: Coffee Break

1045 – 1100: Reporting & Templates (Acc. Prof. K. Petridis)

Progress Reporting / Templates to use / Tips

Final Reporting / Templates to use / Auditors Role

Deliverable Templates / Project Deliverable Reporting Template

1100 – 1145: Quality Assurance Procedure & Tools (Weizmann Institute / TEIoC)

The role of the External Evaluator – Connect with the proposed External Evaluator (Acc. Prof. K. Petridis)

1145 – 1200: Coffee Break

1200 – 1300: Building the Project's Working Groups

Management Team – Steering Committee

Dissemination Team

Outcome Implementation Team

Dissemination Team

1300 – 1315: Kick Off Meeting Evaluation

1315 – 1400: Interviewing the Project Coordinators

Questions to be prepared: A short introduction / The motivation to participate in the consortium / How are you going to sustain the project beyond its lifetime

1400 – 1500: Lunch Time / END of the Meeting

[Type here]

