

AGENDA – SPINSWITCH MCRTN – MRTN-CT-2006-035327
24 Months Meeting – 2nd September 2008
Akademia Gorniczo-Hutnicza/AGH University of Science and Technology
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Meeting place: building D-6, Department of Telecommunications, lecture hall 201

Tuesday, September 2nd, 2008

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|---------------|---|---------------------------|
| 9:00 | Welcome | <i>Burkard and Tomasz</i> |
| 9:15 – 9:30 | Intention and Importance of the Midterm Review Meeting | <i>Keith</i> |
| 9:30 – 10:30 | Progress report per WP for WP 1 - 2 (30 min each) | <i>WP leader</i> |
| 10:30 | Coffee/Tea break | |
| 10:45 – 12:15 | Progress report per WP for WP 3 - 5 (30 min each) | <i>WP leader</i> |
| 12:15 – 13:00 | Progress Report WP 6 – Training | <i>Ulrich</i> |
| 13:00 – 14:00 | Lunch – Canteen Krakus | |
| 14:00 – 14:30 | Researcher Briefing on Midterm Review Meeting | <i>Burkard/Keith</i> |
| 14:30 – 16:30 | NMB meeting | <i>NMB members</i> |
| | → Schedule for the Reports Preparation | <i>Britta/Keith</i> |
| | ○ Latest status of MidTerm Report, missing input and deadlines | |
| | ○ Year 2 reporting: Periodic activity report, management report, deliverable reports, cost claims and audits | |
| | → Ressources | |
| | ○ Recruitment Status and projected months of training | <i>Britta</i> |
| | ○ Financial status and forecast | <i>Keith</i> |
| | → The Midterm Review Meeting at IMEC | <i>Liesbet/Keith</i> |
| | ○ Arrangements report: attendees, hotels, logistics etc | |
| | ○ Content and arrangement of training day | |
| | ○ Agenda for the Midterm Review | |
| | ○ The role of the project officer | |
| 16:30 | Tea/Coffee break | |
| 16:45 – 17:15 | Researcher Representative Report | <i>Eleonora/Spiros</i> |
| 17:15 – 17:45 | “Large Facilities – what are they, how they relate to the research of SPINSWITCH, where are they and how to apply?” | <i>Mathias</i> |
| 17:45 – 18:00 | Closing remarks | <i>Burkard</i> |
| 18:00 | End of Meeting | |
| 18:00 | Workshop welcome party | |