

European Location Services – Open ELS project

Agenda

Name of meeting: Open ELS – All partners' project meeting

Date/Time: 12 -13 February 2019

Location:

Geovation Hub
Sutton Yard
65 Goswell Road
London
EC1V 7EN

Agenda – all times are local time! Coffee breaks are included.

12 February

Time	Topic	Responsible
12:30	<i>Arrival and lunch</i>	
13:00	Welcome and introduction	Helen Kaestner
13:15	Project Management issues <ul style="list-style-type: none">- Updated project financial report (Q6)- Project closure requirements (technical report, documentation, implementation of actions)- Timeline for project closure	Helen Kaestner
13:45	Review project's actions, milestones and achievements <i>Approach, guideline for your preparation:</i> <ul style="list-style-type: none">- <i>Presentation of key results (please mind the time)</i>- <i>Review achievements against Grant Agreement milestones, DoW & discuss deviations from planned action and/ or results</i>- <i>Discuss open issues to solve and required resources until project end</i>- <i>Define actions & responsibilities to finalise work</i>	Activity Leaders/ Task Leaders
	Open ELS – User experience & Open ELS products	Neil Sutherland, Abigail Page
16:15	Open ELS value and sustainability	Helen Kaestner, Dick Eertinck
17:45	Summary	Helen Kaestner
18:00	End of meeting day 1	

Dinner – looking for a restaurant near to the Geovation Hub for a joint dinner.

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13 February

Time	Topic	Responsible
09:00	Welcome	Helen Kaestner
09:15	Managing data supply and data contributors	Dorus Kruse, Saulius Urbanas
11:00	Managing technical infrastructure and developments	Roy Mellum, Jari Reini
12:30	Summary <ul style="list-style-type: none">- Summary of achievements- Summary of actions- Next steps	Helen Kaestner
13:00	End of meeting	