

## REAMIT Project kick-off meeting

**Time:** Thursday 16<sup>th</sup> May 2019 (11 am – 5.30 pm)

**Venue:** Room 6, Putteridge Bury, Hitchin Road, Luton, Bedfordshire LU2 8LE, UK

### **Purpose:**

Facilitating interaction among project partners to plan project activities, communication strategy and dissemination.

### **Programme (Date: Thursday 16 May 2019)**

10.30 – 11.00 am	Registration, networking and refreshments ( <b>Please hand over signed PA to Ram</b> )
11.00 – 12.00 Noon	Introduction of project members (3 minutes or 2 slides each) <ul style="list-style-type: none"> <li>• What do you bring to the consortium?</li> <li>• What project activities have you already started?</li> <li>• Your immediate activities in the next 6 months of the project.</li> </ul>
12.00 – 12.15 pm	Feedback and inputs based on the Project seminar in Lille
12.15 – 12.30 pm	Personnel Recruitment in all partner institutions
12.30 – 1.00 pm	Finance Training (by Charmaine Guyo, Faculty Management Accountant, BED) including appointment of FLCs
1.00 – 2.00 pm	Lunch and Networking
2.00 – 2.30 pm	IoT Technology demonstration by staff members from Gateway ( <a href="https://www.gatewaycando.com/iot/">https://www.gatewaycando.com/iot/</a> ) (Keith Rogers and Tom Wright).
2.30 – 3.00 pm	Blockchain Technology demonstration by Richard Bryan, Telos Blockchain ( <a href="https://goodblock.io/">https://goodblock.io/</a> ).
3.00 – 3.15 pm	REAMIT in Social Media – Twitter, Facebook and Email by Professor Usha Ramanathan (lead of WP Communication)
3.15 – 3.30 pm	Coffee/Tea and networking
3.30 – 4.00 pm	<ul style="list-style-type: none"> <li>• Constitution of REAMIT Steering Committee (RSC) and REAMIT Advisory Committee (RAC)</li> <li>• Agreeing terms of reference (procedures) for the RSC and RAC</li> <li>• Dates for RSC+WP+RAC meetings</li> <li>• Dates for REAMIT Network Events</li> </ul>
4.00 – 5.00 pm	Project Management Issues <ul style="list-style-type: none"> <li>• Development of Project Handbook and internal management systems</li> <li>• Suggestions for best practices for project management Key control register for Project Management</li> <li>• Risk register on key project risks &amp; mitigation actions for each. Assignment of risk-ownership among partners</li> <li>• Any other business</li> </ul>
5.00 – 5.30 pm	Refreshments and networking

Please **contact** [usha.ramanathan@ntu.ac.uk](mailto:usha.ramanathan@ntu.ac.uk) for any further information.