



AGENDA

Kick off meeting – Empoli (Italy)

April 12th 2011

9.15 – 9.30	Welcome + introduction of the session	Giulia Rigoli
9.30 – 10.00	WP1 – introduction of the lead partner company + description of the WP	Gina Donovan
10.00 – 10.30	Discussion + timetable revision	all the participants
10.30 – 11.00	WP2 – introduction of the lead partner company + description of the WP	Henning Westphael + Inger Ubbesen
11.00 – 11.30	COFFEE	
11.30 – 12.00	Discussion + timetable revision	all the participants
12.00 – 12.30	WP3– introduction of the lead partner company + description of the WP	Monika Błażewicz-Kurzawa
12.30 – 13.00	Discussion + timetable revision	all the participants
13.00 – 14.00	LUNCH	
14.00 – 14.30	WP4 – introduction of the lead partner company + description of the WP	Maria Donkova
14.30 – 15.00	Discussion + timetable revision	all the participants
15.00 – 15.30	WP5 – description of the WP	Maria Donkova
15.30 – 16.00	COFFEE	
16.00 – 16.30	Discussion + timetable revision	all the participants
16.30 – 17.00	WP6 – introduction of the lead partner company + description of the WP	Giulia Rigoli
17.00 – 17.30	Discussion + timetable revision	all the participants
17.30 – 18.00	Conclusions	
19.30	Dinner at Cucina Sant'Andrea	



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9.15 – 9.45	WP7 – description of the WP	Maria Donkova
9.45 – 10.15	Discussion + timetable revision	all the participants
10.15 – 11.00	Financial and administrative issues	Rosanna Grippo
11.00 – 11.30	COFFEE	
11.30 – 12.00	Contracts	Giulia Rigoli
12.00 – 12.30	Next 3 months planned activities	Giulia Rigoli
12.30 – 13.00	Greetings	Giulia Rigoli
13.00	LUNCH	



Meeting focus points

1. Clear vision of the aims
2. Partners rules in the project
3. Deeper knowledge of each others