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COOLSPACES 4 LIFE

**An innovative solar-powered cooling device, based on climate-friendly
refrigerant and thermal energy storage**

**Kick-off project's meeting
AGENDA**

13 October 2021

The consortium



Rationale of the meeting

The 1st project meeting will be held Online and will last three hours. The meeting will be articulated in following sections:

- 1) Introduction to the project and short presentation from the partners.
- 2) Presentation of technical Actions. This will include a presentation of the overall strategy and detailed plan of the activities of each Action defining that will be done at task level. Presentation of Technical tasks A1, A2, A4, C3, C6, E1, F1 which already have started, will be allocated longer time. Furthermore, WUST will provide a project's key details and all administrative requirements, especially those pertaining to Consortium Agreement.
- 3) Awareness and dissemination activities. The project leader will be propose a list of categories to be considered.

PART 1: INTRODUCTION TO THE PROJECT**11.00 – 11.30**

- Welcome and Overview of project by the project coordinator :
 - Review of key project aims and objectives.
 - Appointment of roles.
 - Communication practices.
 - Document/data sharing.
 - Reporting procedures.
 - Review of tasks to be done within the first year.

PART 2: ACTIONS INTRODUCTION**11.30-12.15**

Partner's presentation (15 min each)

Each presentation must include a description of, but not limited to:

- Overview of the role in the project.
- Responsible persons.
- Partners' role and contributions.
- Dependencies between activities.
- Things to be done: deadlines for all partners and actions.
- Risks and mitigating actions.

Discussion (30 min)

Since A1, A2, A4, C3,C6, E1, F1 starts at M01, the presentations of its leaders should also include an outline of the various documents foreseen as deliverable.

12.45-13.00: COFFEE BREAK

PART 3: AWARENESS AND DISSEMINATION ACTIVITIES

13.00-13.30:

- Future project meetings: 1st, 2nd, 3rd semester meeting: date, hosting.
- Dissemination plan. Dissemination events: scientific journals, conference papers, social media. Overall guidelines to awareness and networking.
- Open Access publications.
- Feed the web page providing the partners input: news, events, reports...
- How to implement and monitor linkage activities with other local and EU LIFE projects.

13.30-14.30: Closure of the day
