

EMPIR JRP 15RPT04 TracePQM

Final meeting Agenda

Date: 27th May 2019

Venue location: CMI, Brno, Czech Republic

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| 9:00 | Registration, tea / coffee | |
| 9:15 | Welcome & project introduction | Coordinator |
| 9:20 | Project aims, deliverables, challenges, and work plan overview | Coordinator |
| 9.30 | WP1 planning and technical discussion [total 20m] <i>Discuss technical approach, remaining activities, planning</i> | WP1 leader, All |
| 9.50 | WP2 planning and technical discussion [total 20m] <i>Discuss technical approach, remaining activities, planning</i> | WP2 leader, All |
| 10.10 | WP3 planning and technical discussion [total 20m] <i>Discuss technical approach, remaining activities, planning</i> | WP3 leader, All |
| 10.30 | Tea/coffee break | |
| 10.45 | WP4 planning and technical discussion [total 15m] <i>Discuss technical approach, remaining activities, planning</i> | WP4 leader, All |
| 11.00 | WP5 planning and technical discussion continued [total 15m] <i>Stakeholders/Collaborators, Stakeholders committee Website, dissemination Remaining activities, planning</i> | WP5 leader, All |
| 11:15 | WP6 Project management issues [total 30m] <i>Project management board Final Reporting, financial issues.</i> | Coordinator, All |
| 11:45 | Review of meeting, actions, next steps | Coordinator |
| 12:00 | Lunch | |
| 12:30 | End of the meeting | |
| 19.00 | Dinner | |