**SPARTA**

WP9 Kick-Off Meeting

Date: 2. 4. 2019 – 3. 4. 2019

Place: Sala Conferenze DIBRIS, 3rd floor, room 326bis, Via Dodecaneso 35, Genova.

**Attendance:**

Partner name, abbreviation: *<please fill>*

Main presenter: *<please fill>* Email: *<please fill>*

Tuesday (2. 4.) 14:00 – 18:00 meeting attendees: *<please fill>*

Wednesday (3. 4.) 10:00 – 16:00 meeting attendees: *<please fill>*

Any dietary restrictions: *<please fill>*

**Partner-specific WP9 information:**

Any changes to data in the proposal (PMs, responsibilities, roles, deliverables): *Yes/No*

Partner’s main contact for WP9: *<please fill>*

WP9 task, in which partner is mainly involved: *T9.X*

Partner’s individual work plan proposal for WP9 and 2019:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Duration** | **Tasks Involved** | **Description** | **Outcome** |
| 1 | Q1 | T9.1, T9.2, T9.3, T9.4 | WP9 Individual work plan creation | **Report** containing the individual work plans and minutes from the meeting |
| 2 |  Q2 |  *<please fill>* |  *<please fill>* |  *<please fill>* |
| 3 |  Q3 |  *<please fill>* |  *<please fill>* |  *<please fill>* |
| 4 |  Q4 |  *<please fill>* |  *<please fill>* |  *<please fill>* |
| 5 |  … |   |   |   |

*Note: If necessary, add more lines. Please, be detailed as possible. Line 1 is just a (too) short example.*

**Others:**

Preference on WP9 teleconference meeting frequency (monthly, bimonthly, quarterly): *<please fill>*

Assets important for WP9 (labs, curricula, courses, training programs, facilities, infrastructure, etc.): *<please fill>*

Any other remark, recommendation or comment: *<please fill>*