



# PortForward

## 8<sup>th</sup> Project Management Meeting

**Date:** May 4-5, 2022

**Venue:** Divani Palace Acropolis Hotel  
Parthenonos 19  
117 42 Athens, Greece

### DRAFT Agenda

#### Day 1

Wednesday May 4, 2022	Project Management + Use Cases	
09.00 – 09.15 a.m.	Arrival	
09.15 a.m.	Welcome + Opening of Project Management Meeting	CORE + IFF
09.30 a.m.	Project Management <ul style="list-style-type: none"><li>• Project Timeline</li><li>• Risk Management</li><li>• Final Meetings + Events</li></ul>	IFF
10.15 a.m.	Status of open Deliverables (1/2) <ul style="list-style-type: none"><li>• Current status</li><li>• Required Inputs</li><li>• Time Planning</li></ul>	all
11.00 a.m.	Health Break	
11.15 a.m.	Status of open Deliverables (2/2) <ul style="list-style-type: none"><li>• Current Status</li><li>• Required Inputs</li><li>• Time Planning</li></ul>	all



12.00 a.m.	<b>Use Cases – Status Review</b> <ul style="list-style-type: none"> <li>• Status of Use Case</li> <li>• Outcome of Evaluation</li> <li>• Results / Demos for Final Demonstration Event</li> </ul> <b>→ UC1 – UC3</b>	all
12.45 p.m.	<b>Business Lunch (at the Hotel)</b>	
01.45 p.m.	<b>Use Cases – Status Review</b> <ul style="list-style-type: none"> <li>• Status of Use Case</li> <li>• Outcome of Evaluation</li> <li>• Results / Demos for Final Demonstration Event</li> </ul> <b>→ UC4 – UC7</b>	all
02.30 p.m.	<b>Health Break</b>	
02.45 p.m.	<b>Use Cases – Status Review</b> <ul style="list-style-type: none"> <li>• Status of Use Case</li> <li>• Outcome of Evaluation</li> <li>• Results / Demos for Final Demonstration Event</li> </ul> <b>→ UC8 – UC10</b>	all
03.45 p.m.	<b>Summary / Feedback</b>	all
04.00 p.m.	<b>End of Day 1</b>	
<i>Individual time</i>		
05.30 p.m.	<b>Start of Acropolis Tour (2h)</b> <b>Meeting point: Dionysos Restaurant Parking Space</b>	
08.00 p.m.	<b>Joint Dinner</b> <b>Stork Bar Restaurant</b>	

## Day 2

Thursday May 5, 2022	Final Demonstration + Exploitation + General Project Review	
09.00 a.m.	Recap and perspectives for the day	IFF
09.15 a.m.	<b>Exploitation Strategies</b> <ul style="list-style-type: none"> <li>• Potentials for future Collaboration and Funding</li> <li>• Individual Strategies for single Services</li> <li>• Business model for Platform Services (GYS, PAD, ...)</li> </ul>	CORE + MARTE
10.45 a.m.	Health break	
11.00 a.m.	<b>Final Demonstration Meeting (1/2)</b> <ul style="list-style-type: none"> <li>• Timeframe + Venue</li> <li>• Addressed participants</li> <li>• Invitation Management</li> </ul>	IFF
11.30 a.m.	<b>Final Demonstration Meeting (2/2)</b> <ul style="list-style-type: none"> <li>• Agenda for presentations</li> <li>• Exhibition of (live) Demos</li> <li>• Topics for presentations / workshops on day 2 (generalisation / exploitation / networking)</li> </ul>	all
12.45 p.m.	Business Lunch (at the Hotel)	
02.00 p.m.	<b>Communication + Dissemination</b> <ul style="list-style-type: none"> <li>• Status</li> <li>• Final events, publications etc.</li> </ul>	CORE
02.30 p.m.	<b>General Project Resume</b> <ul style="list-style-type: none"> <li>• Review of Project Meetings + Events + Developments</li> <li>• Lessons Learned</li> <li>• Approaches for further collaboration</li> </ul>	IFF + all
04.00 p.m.	Health Break	
04.15 p.m.	Outlook on Final Review + Wrap-Up of PMM	IFF + all
04.45 p.m.	Closing of Meeting	CORE + IFF
05.00 p.m.	End of Day 2	