

## STATUS MEETING AGENDA

<b>09:00 – 09:10</b>	<b>Meeting Opening</b> <ul style="list-style-type: none"> <li>Review meeting objectives and agenda</li> <li>✓ Identify additional agenda items</li> </ul>	<b>Project Manager</b>
<b>09:10 – 10:00</b>	<b>Project Overview and Evaluation (4.5)</b> <ul style="list-style-type: none"> <li>Review project activities, milestones achieved and deliverables</li> <li>✓ Project Timeline</li> </ul>	<b>Roundtable</b>
<b>10:00 – 11:30</b> <b>10:00 – CEGE/ISEG</b> <b>10:20 – UNIOVI</b> <b>10:50 – PAG</b> <b>11:00 – ISL</b>	<b>Project Deliverables</b> (Milestones concluded that require consortium validation) <ul style="list-style-type: none"> <li>Visual Identity Report (M2) and Survey Report (M3)</li> <li>Scientific Framework (M1), Dissemination Plan (M2) concluded</li> <li>Case Studies (M6): MOS Gijon Nantes and Horizontal collaboration in logistics</li> <li>MOS Gijon Nantes (M6)</li> <li>Pool of Case Studies (M4)</li> </ul>	<b>Team Members</b>
<b>11:30 – 11:45</b>	<b>Break</b>	
<b>11:45 – 13:30</b> <b>11:45 – CEGE/ISEG</b> <b>12:25 – UNIOVI</b> <b>12:55 – PAG</b> <b>13:10 – ISL</b>	<b>Project Current Activities</b> (Address current activities which require team discussion and input) <ul style="list-style-type: none"> <li>eLearning Platform (4.4) and Project Evaluation (4.5)</li> <li>Rising, Gulfstream (3.4)</li> <li>MOS Case Study adaptation (4.4)</li> <li>Case Study selection (3.3)</li> </ul>	<b>PM / TM</b>
<b>13:30 – 15:00</b>	<b>Lunch</b>	
<b>15:00 – 15:30</b>	<b>Issues and Risks</b> <ul style="list-style-type: none"> <li>Identify potential risks including resolution plans, regarding <ul style="list-style-type: none"> <li>✓ Proof of Sale (M7)</li> <li>✓ Final Conference (M8)</li> <li>✓ Case Studies Translation</li> </ul> </li> </ul>	<b>PM / TM</b>
<b>15:30 – 15:45</b>	<b>Project Interim Report</b> <ul style="list-style-type: none"> <li>Project Interim Technical Report</li> <li>Interim Payment</li> </ul>	<b>PM / TM</b>
<b>15:45 – 16:00</b>	<b>Meeting Close</b> <ul style="list-style-type: none"> <li>Ensure outcomes of meeting met objectives <ul style="list-style-type: none"> <li>✓ Action items assigned</li> <li>✓ Updated project schedule</li> <li>✓ Input for interim report</li> <li>✓ Deliverables signed</li> </ul> </li> <li>Schedule next meeting</li> </ul>	<b>PM</b>