Kick off Meeting Minutes

The kick off meeting followed the proposed steps of the Agenda, so this minute's document will have the same structure including the comments done by the participants.

I. Introduction

Date: March, 11th 2013

Hour: 08:30 to 17:30

Address: Aliad's headquarters
C/ Cinco Lagunas 29K, Madrid

Assistants:

Aliad	Sigla	UVIC
Mrs Ana María R. de Viguri Mr Javier Bullón Mr Jorge Alarcón	Mrs Cristiana Degano Mr Alessandro Mazzeti	Mr Jordi Villà Mr Jaume March
EXOR Mr Conrad Dimech	**UTT** Mrs Myriam Lewkowicz	**E-Senior** Mrs Ariane Girault Mrs Estelle Ziegler
CIP Mrs Isabelle Molina	**NIB** Mrs Reni Kalfin Mrs Nadejda Bocheva	**UC3M** Mr Oscar Sanjuán Mrs Esperanza Albacete

2. PRESENTATIONS OF CONSORTIUM MEMBERS

ALIAD:

Ana María, president of Áliad, presented the project and she put a special focus on the importance of the commercial sustainability of the project. EXOR and E-SENIORS, talked about the possibility of change the project´s name due to SEACW does not sound commercial; one of the proposals were Seek You (suggested by SIGLA). However, it will have to be discussed other names for the project because of possible confusions that can occur with pronunciation.

SIGLA:

During SIGLA´s presentation, it was agreed that Cristiana would be in charge of the technological part and Alessandro of the pilot's development in Italy. Alessandro commented his worries of being the only partner in Italy, and also that they do not have participation in WP8, so that's a problem for dissemination in Italy. He commented too that he has already contacted some organisations for pilots and they are asking which kind of technologies will be deployed in the project.

UVIC:

UVIC´s role in the project could be as intermediate between the technological and social part of the project in order to provide a good integration of tools.

EXOR:

EXOR´s role in the Project will consist in the testing and building of mobile apps, regarding Malta elderly people, Conrad said that it is necessary to adapt ourselves to elderly needs instead of them to ours.

UTT:

UTT has a great expertise in ICT´s as support tool of social communication between elderly people and Young people. They have an Active and Healthy Aging Laboratory that will be a good support for the Project.

E-SENIOR:

E-SENIORS will be in charge of pilot's development in France.

GIP:

GIP will be in charge of the skill and competences analysis of social inclusion agents and elderly people in ICT for AHA. Those skills must be taken into consideration on the design of apps and Ecosystem. Isabel suggested the idea of implement serious games in the project.

NIB:

NIB will adapt the interfaces to the characteristics of elderly people.

UC3M:

UC3M will lead the technological part of the project. They will develop the Ecosystem.

3. CONSORTIUM AGREEMENT LEGAL ISSUES:

Javier (Aliad's coordinator) remarked the importance of the development of a Consortium Agreement (despite it is not a requirement of the Commission in this project) between the partners in order to ensure the Intellectual Property of the Project. Due to the delay of Aliad´s lawyer it was agreed that Aliad would send the CA to every partner and they will be able to propose any change the feel needed.

Jorge (SEACW LEAR) checked that all partners have the Grant Agreement and DoW last version and some partners declared that they didn´t, so it was agreed that at the end of the Kick-off Meeting those documents would be send.

Alessandro (SIGLA) remarked that the spin-off company was not in the Consortium Agreement and asked about the need to do it due to the costs that it would mean for the project. It was agreed that in the case it is not necessary the Consortium would not create it. In addition, it should be approved by consensus at the General Assembly.

Arianne said that the legal name of her organisation is E-Senior, so it will have to be changed in the Consortium Agreement.

Finally, it was agreed that Aliad will make 8 copies of the Grant Agreement with a notary, in order to ensure the legal basis of the copy and they will send to all partners.

4. FIRSTS STEP OF THE PROJECT

GANTT AND TASKS

Several partners (UTT, SIGLA and UVIC) asked about the possibility to readapt some efforts and provide some flexibility in some Delivery Dates. So it will have to be asked with the Project Officer. UTT would like to participate in Deliverable 5.1 instead of 2.4 because they think that they can add more value there.

Alessandro remarked the importance to start working on deliverable 7.1 as soon as possible due to the Go-No Go point of the Commission at month 6.

Technological partners declared the importance of creating a Technical Commission to follow-up their work. Also, they remarked the possibility to doing Peer Reviews through the Quality Commission and also that every partner has access to all deliverables in order to provide an added value.

COMMUNICATION AND DISSEMINATION:

Pablo (Aliad's communication manager) remarked the importance on creating the Communication and Dissemination Commission as soon as possible, including the members that will participate in it.

Alessandro (SIGLA) talked about the importance of pay to dissemination agencies, so this will have to be discussed in the future. UC3M and Pablo (ALIAD) talked about the possibility to send the project information to regional journals to spread the project instead of national journals that must be paid.

Aliad will send, after the KoM the logotype of the project and RGB/pantones to every partner.

STATE OF THE ART:

Jorge (ALIAD) exposed the general guidelines of the Study, informing all partners about the need of create solid document adding information based on their expertise. E-Seniors would participate in an online survey with their users.

Allied entities must be contacted as soon as possible with the proposed letters. Aliad will send to every partner an example of letter and dossier of communication with allied entities.

JUSTIFICATION:

Javier (ALIAD) talked about the importance to ensure that everything done in the project is properly justified in time and quality. It was explained that every partner is responsible for justify their efforts and costs following the instructions given by the Commission. Regarding this issue, some partners advised that meetings have not justification at the DoW version, there are not tasks related with coordination out of the WP1. It will be asked to the PO.

Next Friday at 10.00 a.m. there will be a voting doodle in order to choose between some management tools for the project (ASANA, BSCW, Google Drive and Dropbox).

It was suggested too, the creation of mailing list for each WP and Team. Also, it is necessary to join our LinkedIn's accounts for communication and adding to the groups created for the project: ICT for AHA and AHA.

METHODOLOGY:

This point was difficult to implement during the kick off meeting, some partners wanted to know how to implement their part of work within the others. So it was agreed that every partner will send to Aliad a proposed methodology, following the excel example sent by Aliad. After this Aliad will joint every methodology and will send to every partner in order to unify criteria and have a common planning. This exercise will be done in two steps, first, for the first semester of the project, second, for the following semesters.

PILOTS:

It was agreed to have a videoconference next week to begin with the work of deliverable 7.1, in it will participate Sigla, E-senior and Aliad.

Allied entities must be contacted as soon as possible with the proposed letters.

ALLIED ENTITIES:

It was agreed that every partner must contact their Allied Entities as soon as possible. Every partner can add/propose new allied entities if it can add value.

TEAMS AND COMMISSIONS:

It was agreed that during the week all partners would send their participants in teams, even to the 6th one → technological commission.

NEXT MEETINGS, DATES AND PLACES:

It was agreed with the proposed list of dates and places.
Before each justification period, at least one month, there will be an in-person executive board.
- Jun 2013 → Genova
- Dec 2013 → Brussels
- Jun 2014 → Paris
- Dec 2014 → Madrid

QUESTION TIME:

Aliad will send to every partner:
- The last version of each official documents in order to ensure that every one have the correct one.
- All the presentations of the KoM to every partner.
- Proposed letters and dossier for the allied entities.