**EOSC-hub WP3 T3.1 – T3.2 – T3.3 – T3.4 – T3.5 | 6th December 2017 14:00 CET**

**Participants**

* Sara Garavelli SG (Trust-IT Services)
* Caterina Piagentini CP (Trust-IT Services)
* Isabel Campos IC (CSIC)
* Roberta Piscitelli RP (EGI)
* Sara Coelho SC (EGI)
* Sergio Andreozzi SA (EGI)
* Claudio Cacciari CC (CINECA)

**SG:** *introduction of the meeting*

*Main objectives:*

1. *Identify urgent issues that needs to be solved before the kick-off meeting*
2. *Agree on the agenda for the KO*

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| WP3.1 Innovation Management |
| SA: We will collect all the results of the EOSC-hub that will be produced. At the KO we will be presenting information to the other WPs so that they know what to expect already. On day 3 we will have a Q&A session to solve any pending issues. We suggest that each deliverable related to results should come with exploitation ideas. We will maintain a main project result table (on Confluence). There will be an individual page for each project results that partners need to update.  RP: we will check the tables in each deliverable before submission to guarantee quality. This will all be explained at the KO.  SA: There is a Confluence space already available for EOSC-hub but I am not sure if it will be the final one <https://confluence.egi.eu/display/EOSC/Home>  TO be discussed at the KO:   * Template for the collection of contribution related to IM * There is a clash with WP7-WP13 meeting- Allocate a slot for IM at the very beginning or at the end of the slot |

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| WP3.2 Engagement |
| IC: The T3.2 task leader will be Fernando Aguilar. For the KO meeting we plan to present a draft of the procedure to engage new teams. We need a common platform to work on all documents (at this stage we can work on Confluence). We will present an idea of the needed channels at the KO meeting (we need to have a champion for each community).  CC: Debora Testi will be the main interface for CINECA. Debora won’t be able to attend the KO.  SG: we should set up a remote connection for those who are not able to attend the KO meeting.  ACTION 1 Sara Coelho to double check if remote connection is possible  TO be discussed at the KO:   * Draft of the procedure to engage stakeholders and related metrics * Specs for the website in relation to the engagement (if needed) |

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| WP3.3 Comms |
| SC: IP (EGI), Sara (Trust) Caterina (Trust) and others from CSIC will join us on this task. We suggest to create a table to track all the dissemination activities similar to this: <https://wiki.egi.eu/wiki/EGI-Engage:Dissemination> (also useful for the OpenAIRE collaboration).  SG: we should also add a column for the impact in the dissemination table.  ACTION 2 Sara Coelho to set up the dissemination table in Confluence.  TO be discussed at the KO:   * Press release for the launch of the project |

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| WP3.4 Events |
| SG: the first event is the KO meeting and the second meeting will be the “*EOSC week*” (move from February to April/May). We have contacted some partners already to host the event. It will be a 3-day internal meeting and 1 day of public event. The next DI4R will be the flagship event to present EOSC-hub. |

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| WP3.5 Branding |
| CP: We are currently in the finalisation stage of the logo (to be approved by Tiziana and Per). We are also producing a ppt template to share with the partners as soon as the logo is finalised. At the KO meeting we will present the graphic design package. The web platform is a milestone for month 3 (March) - we will set up a very basic landing page by the KO just with crucial information and we will discuss the specs of the platform at the KO meeting.  ACTION 3 Caterina Piagentini to circulate the logo to everyone once finalised ASAP  ACTION 4 Caterina Piagentini to circulate the ppt template before Christmas  ACTION 5 Caterina Piagentini to set up the website landing page by the KO  ACTION 6 All to think about specifications for the web platform – discussion will take place at the KO Meeting  ACTION 7 Iulia Popescu to set up the Twitter account by the KO meeting  TO be discussed at the KO:   * Website specs * Quick demo of the Drupal CMS * Graphic package |

**AOB:**

**ACTION 8** **All task leaders to add the contact emails of the people contributing to WP3 in the following google doc** <https://docs.google.com/document/d/1Eo2_71qn7OUq63RHMpFf8eYsDh8III7XNGZRlzNz7tM/edit>

**ACTION 9** **Sara Garavelli to circulate the draft agenda of the KO meeting. See below**

**ACTION 10 Sara Garavelli to circulate a template for the KO presentations of WP3 –** as the logo is not ready yet I summarise here the points that each task leader has to cover in his/her ppt

* Task objectives
* People involved in the task, effort & roles
* Task results and key exploitable results
* Activity plan PM01-PM12 by detailing the distribution of activities per partner
* Deliverables & Milestones M1-M12 (highlighting the people involved)
* KPIs & metrics
* Tools that you need to perform your task (newsletter tool, specs for webplatform, etc.)
* AOB (all the other points discussed in the call)

Please use this as a schema to organise your slides

**DRAFT AGENDA PROPOSAL**

**15:30 – 15:45 WP3 coordination, S. Garavelli (WP overview, procedures, mailing list etc.)**

**15:45 – 16:00 Task 3.1 IM S.Andreozzi**

**16:00 – 16:30 Task 3.2 Engagement F. Aguilar**

**16:30 – 17:00 coffee break**

**17:00 – 17:30 Task 3.3 Comms S. Cohelo**

**17:30 – 17:45 Task 3.4 Events S. Garavelli**

**17:45 – 18:15 Task 3.5 Branding C. Piagentini**

**18:15 – 18:30 AOB**

**I gave more time to T3.2, T3.3 and T3.5 as I think those are the ones that need more discussion. Please let me know if the agenda is fine with you ore the edits that you would like to make**