



## Minutes of the KICK-OFF MEETING of COMETECH Project

May 19 2018 | Thessaloniki

Venue: Grant Hotel, Thessaloniki, Greece

09:00-09:30	<p><b>Arrival of partners</b></p> <p>The following partners are present:</p> <ul style="list-style-type: none"> <li>- Alexander Technological Educational Institute of Thessaloniki, (ATEITH-Lead Partner)</li> <li>- Florina Prefectural General Hospital (FPGH-P2)</li> <li>- Medical Association of Thessaloniki (MATH-P3)</li> <li>- Clinical Hospital Bitola (CHB-P4)</li> <li>- General Hospital Veles (GHV-P5)</li> </ul>
10:00-10:15	<p><b>Official Welcome by the Lead Partner</b></p> <p>Prof. Kyriakos Kazakos from ATEITH marks the beginning of the KickOff meeting with an Official Welcome address. He also presents the Agenda for the Kickoff meeting.</p>
10:15-11:15	<p><b>Short Introduction of Project Partners</b></p> <p>The project partners introduce themselves. Each team and each participant describes briefly their profile, their role in the project, their relevance to the project and their expectations.</p>
11:30-12:00	<p>Coffee Break</p>
12:15-12:30	<p><b>Presentation of project aspects and workplan</b></p> <p>Prof. Dimitris Folinas offers an overview of the project aspects, workplan, and the current status of the Project.</p> <p>He then describes in more detail the motivation, objectives, key deliverables and the vision of the project, as well as, partners' roles and responsibilities.</p>
13:30-14:00	<p><b>Medical devices and proper software</b></p> <p>Prof. Kyriakos Kazakos from ATEITH describes the technical and operational qualifications of the medical devices and software that are going to be procured and used for the pilot project.</p>
14:00-16:00	<p>Lunch break</p>
16:00-17:00	<p><b>Website development and posters/leaflets preparation</b></p> <p>Prof. Dimitris Folinas presents the draft of the COMETECH website as well as posters content.</p>

17:00-18:00	<p><b>Brief discussion on conclusions</b></p> <p>The following actions are agreed by all partners:</p> <ul style="list-style-type: none"> <li>- Preparation of user requirements e-health units, medical devices and software application reports.</li> <li>- Preparation of research paper for the following conference: 22nd International Conference on “Medical, Medicine and Health Sciences” September 22-23, 2018 Athens, Greece.</li> </ul>
	<p><b>Closure of the meeting</b></p> <p>The last part of the meeting included conclusions and feedback on the kickoff meeting and setting the next steps for all partners:</p> <ul style="list-style-type: none"> <li>- Partners agreed on ways to use information and material.</li> <li>- Setup and agree on a date for the next partners meeting in Bitola.</li> <li>- Management report should be ready early July.</li> </ul> <p>The management and coordination of the project will be implemented under the Project Office at Department of Nursing in ATEITH that will be responsible for the strategic direction of the project, its work programme and impact. It will have an advisory role and will include also external experts spanning the main topics covered by the project. It will be managed by the Project Coordinator (PCo), consisted of the Work Package Leaders and assisted by the following management structures that will be setup with the start of the project:</p> <ol style="list-style-type: none"> <li>1) Project Management Board (PMB): chaired by the PCo responsible for monitoring of project progress, financial administration and resource monitoring to maintain the financial and administrative matters and conflict resolution.</li> <li>2) Research Board (RB): chaired by the Research Coordinator (RCo) and members 1 person from each research organisation, responsible for monitoring the project’s progress on the research areas and evaluating the final results.</li> <li>3) Technical Board (TB): chaired by the Technical Coordinator (TCo) an expert from the ATEITH who will be responsible for: co-ordination, monitoring and supervision of the overall technical work; resolution of technical issues; and solution fine-tuning.</li> <li>4) Dissemination Board (DB): chaired by the Dissemination Coordinator (DCo) from ATEITH (Coordinator) will be responsible for the co-ordination, monitoring and supervision of the dissemination activities; organisation of workshops and other dissemination events; and project results dissemination.</li> <li>5) Quality Assurance &amp; Control Board (QA&amp;CB): directed by the Quality Assurance &amp; Control Coordinator (QA&amp;Co) responsible for: issuing the quality plan; and supervising the implementation of the quality plan. All the above structures will report directly to the Project Office at Department of Nursing/ATEITH which will act as the information and communication hub to the beneficiaries. Moreover, there will be at least 2 project meetings per year.</li> </ol>

## Photos of the Kick of Meeting:



**List of Participants in the KickOff Meeting: CHECK WITH LIST OF PARTICIPANTS**

Kyriakos	Kazakos	ATEITH
Dimitris	Folinas	
Maria	Tzilini	
Theodosios	Papaliangas	
Pantelis	Kligatsis	FPGH
Charikleia	Kesisidou	
Magdalini	Evaggelou	
Konstantinos	Kirkou	
Marianna	Nikolaidou	
Ioannis	Siamkouris	
Maria	Chatzidimitriou	MATH
Styliani	Karagianni	
Jovanka	Bekteshoska	CHB
Biljana	Hristovska	
Dijana	Aceuska	
Radmula	Bajovska	
Dimitar	Strovjanoski	GHV
Elena	Lovkova-Kulumova	
Angelovski	Blagoj	
Maliona	Stroujanoser	
Emmanouil	Pagkalos	Consultants, Medical, etc.
Tasos	Panagiotelis	
Irene	Patsioura	

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