

Kick-Off Meeting Agenda

Objectives:	<ol style="list-style-type: none"> 1. Welcome 2. Introduce participants of projects to each other and gather information on organizations 3. Outline project objectives, tasks and Gantt chart 4. Project management aspects and reporting duties 5. Discuss communication mechanisms and data repository 6. Layout and contents of the research 7. Highlight the collection and technical development mechanisms 8. Administrative and financial aspects
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Day 1 –Monday 23 October 2017		
Starting Time	Topic	Presented / moderated by
14:00	Welcome Agenda, objectives of the meeting	Project Coordinator (CNR)
14:15	PETAL: Overall project description, Goals, objectives, Negotiation & Grant Agreement Status	Project Coordinator (CNR)
14:45	The PETAL consortium: Who is who, expertise, roles in the project (company presentation, role in the project, people involved, etc.)	All Partner about 10' each
16:00	Coffee Break	
16:30	Technical session: A Personalization Platform	CNR
17:00	Technical session: Lighting systems	Bartenbach
17:30	Applications for Remote Assistance	Ideable
18:00	End of meeting	

19:30 Social Dinner

Day 2 –Tuesday 24 October 2017		
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Starting Time	Topic	Presented / moderated by
9:00	The Guidelight Project Lessons	Apollis
9:30	Automatic elderly speech analysis	Synthema
10:00	Understanding elderly with early dementia	Santa Lucia Foundation
10:30	Assisting elderly with early dementia	Aslan International Foundation
11.00	Coffee break	
11:30	WP1 – End Users Participation	WP1 Leader (APOL)
12:00	WP2 – Market Analysis and Exploitation	WP2 Leader (BART)
12:30	WP3 – Technology & Product Design	WP3 Leader (CNR)
13:00	Lunch	
14:00	WP4 Demonstrator and Field Trials	WP4 Leader (ANA)
14:30	Management	WP5 Leader (CNR)
15:00	Coffee break	
15:30	Visit to CNR Laboratory	
16:30	Wrap up, future plans, conclusions	All, moderated by CNR
17.00	End of meeting	