



Lifelong
Learning
Programme



Karlsruhe Institute of Technology

First progress meeting

Karlsruhe Institute of Technology (KIT)

Karlsruhe (Germany)

VENUE: Forstliches Bildungszentrum Karlsruhe

Thursday, 17th July 2014

16:00	Workshop for Participants of the meeting: Introduction to using the IVEO, Gerhard Jaworek (KIT), place: SZS
17:00	Welcome to the Karlsruhe Institute of Technology, Karin Müller, Rainer Stiefelhagen (KIT)
17:30	WP1 Project Management - UOM <ul style="list-style-type: none">• D1.2 Collaboration Platform, <i>Karin Mueller (KIT)</i><ul style="list-style-type: none">- How to use it?- How and where to upload documents on the platform- E-Mail notification - automatically• Discussion
18:45 – 20:00	WP1 Project Management - Konstantinos Charitakis (UOM) <ul style="list-style-type: none">• D1.3 Progress report #1<ul style="list-style-type: none">- Structure and Content- Data Collection- Feedback from the Monitoring Visit of project officer at UOM• Discussion (Skype conference call with Ms Kartasidou)
20:15	Dinner Dinner at Höpfner Burg (Biergarten)

Friday, 18th July 2014

09:00	Introduction of research topics of participants
09:30	WP2 Development of Audio-Tactile Symbols, K. Charitakis (UOM) <ul style="list-style-type: none">• D2.1 User requirements elicitation and specification• Presentation of developed instruments and tools• Familiarization process• Questionnaire and data collection• Discussion
11:00	WP5 Quality Assurance, Konstantinos Smagas (GEO) <ul style="list-style-type: none">• D5.1 Presentation of the Quality Plan• D5.2 Quality Assurance<ul style="list-style-type: none">- Preparation of the 1st Internal Quality Assurance Report- Procedure for the External Quality Assurance• Discussion
13:00	Lunch
14:00	WP7 Exploitation, K. Smagas (GEO), K. Mueller (KIT) <ul style="list-style-type: none">• D7.1 Presentation of the Exploitation Plan• D7.2 Update relevant bodies<ul style="list-style-type: none">- Discussion about private and public part of the index (i.e. Associations, Individuals etc)- Structure and Content of the Index Report- Discussion
15:00	WP6 Dissemination, Suad Gumus (KMU) <ul style="list-style-type: none">• D6.1 Presentation of the Dissemination Plan• D6.2 Presentation of the multilingual website [KIT]<ul style="list-style-type: none">- Discussion about confidential and public part• D6.3 Dissemination Activities<ul style="list-style-type: none">- Newsletter: structure, content- Flyer: translation of texts• Discussion

09:00	Introduction of research topics of participants
16:30	WP1 Project Management , K. Charitakis (UOM) <ul style="list-style-type: none"> • D.1.3 Action Plan for the next 6 months <ul style="list-style-type: none"> - Work break down - Set deadlines - Discussion (Skype conference call with Ms Kartasidou)
17:30	Overall Discussion
18:00	Closing the Meeting
18:15	Guided tour at the Study Centre for the Visually Impaired (SZS), Karin Müller, Gerhard Jaworek (KIT)