# Project Management Meeting (1)

Date: xxx

Place: xxxx

## Agenda

Feb. 11, 2021 (PMM)

* *Technical aspects*
* xx
* xx
* xx

Feb. 12, 2021 (PMM)

* *Financial rules and justification*
* *Keynotes from GeoTAK Project Officer - Mr. Carlo Imarisio*
* *Quality Plan*
* Quality assurance
* Quality control
* *Project image and dissemination*
* xx
* xx
* xx
* xx
* *Conclusion and closing*

## Participants at the Project Management Meeting

|  |  |
| --- | --- |
| **UPV** | Luis A. Ruiz  Juan Pedro Carbonell  Jesús Torralba |
| **KTH** | Huaan Fan |
| **VUB** | Jonathan Chan  Carlos Machado |
| **UL** | Anka Lisec  Mojca Kosmatin Fras  Urška Drešček |
| **NUACA** | Varazdat Hovhannisyan |
| **YSU** | Alexander Markarov  Artak Piloyan  Marat Grigoryan |
| **ANAU** | Gurgen Yeghiazaryan  Naira Aloyan |
| **CCRA** | Astghik Grigoryan |
| **MESCS** | Syuzanna Ghazaryan |
| **KSUCTA** | Akylbek Chymyrov,  Erkin Boronbaev, |
| **KSMU** | Bekbolot Attokurov |
| **OshTU** | Gulshaan Ergeshova |
| **Goscartography** | Ulukbek Asanakunov |
| **MoES** | Nurlan Omurov |

*Guest participant:* xx, Project Officer (EACEA)

This section describes in general terms the development of the activity or meeting.

Following the agenda, the following decisions were taken and tasks proposed for the next months (this is an example):

| **Task** | **Description** | **Deadline** | **Responsible/Participants** |
| --- | --- | --- | --- |
| **1.1** | *Survey for identification of research & development needs*   * Review previous reports (state of the art) * Elaborate draft questionnaires (stakeholders/academy) | 2nd PMM | KSUCTA & NUACA/  All Armenian and Kyrgyz partners |
| **2.1** | *Creation of National Research Nodes in GIT*   * Discuss internally within the country on the national research nodes: type/character/form/role | Present ideas at  2nd PMM | KTH/  All Armenian and Kyrgyz partners & stakeholders |
| **2.2** | *Creation of advisory boards*   * List of advisory board members: name, organization, contact details | Present draft at  2nd PMM | KTH/  All Armenian and Kyrgyz partners |
| **3.1** | *Analysis of needs and equipment acquisition*   * List of needed equipment and technical specifications, with reference to the original project proposal and available budget * National procurement regulations/procedures | 2nd PMM | KTH/  All Armenian and Kyrgyz partner universities |

## Additional information

* GeoTAK website (UPV): <https://geotak.webs.upv.es/>