

Day 1 - Wed 21st January 2004 NOMAD 8th Plenary meeting		Presenter
Location: Hut to specify		
09:30	Welcome and Introduction / Approval of agenda	ALL
09:45	Review project status and progress	OTEC + WP leaders
	<ul style="list-style-type: none"> ▪ Project management changes ▪ Status, action points previous meeting ▪ Short status reports – currently open WPs 	
11:00	Coffee Break	
11:15	Detailed project planning (plans presentation)– remaining period	OTEC
	Revised project plan (presentation of revised project Gantt by OTEC/ starting discussion of it) – Two alternatives will be brought forward: The first assuming project finalisation according to contract, the second assuming an extension up to the end of October 2004	
11:45	WP3 - Detailed activity planning January 2004- end of the project (what, who leads, who participates, what is to be delivered, when)	WP3 leader
12:00	WP4 - Detailed activity planning January 2004- end of the project (what, who leads, who participates, what is to be delivered, when)	WP4 leader
12:15	WP5 - Detailed activity planning January 2004- end of the project (what, who leads, who participates, what is to be delivered, when)	WP5 leader
12:30	Discussion agreement on planning	All
	The goal will be to agree on the plan and responsibility assignments	
13:30	Lunch (sandwich)	
14:15	WP3 (Prototype System Development) Progress	UoBR + deliverables' responsible (COMNETS/MARAC)
	<p>Discussion of pending items and deliverables (who is doing what until the end of the wp – who provides what for which deliverable – activity list update)</p> <ul style="list-style-type: none"> □ D3.4 <i>Integrated Network Middleware</i> was due Jan 04 □ D3.5 <i>Service Discovery Middleware</i> was due Jan 04 □ D3.6 <i>Report on System Integration</i> was due Jan 04 □ D3.3 <i>Demonstration Client</i> was due Jan 04 	
16:00	Coffee break¹	

¹ Served without interruption of the meeting's proceedings

16:15	<p>WP4 (Trials) progress – 1st session – Demonstration scenarios- discussion/ agreement</p> <ul style="list-style-type: none"> ▪ T4.2: Demo Scenarios Specification & Development 	<p>TCOM assisted by HUT</p>
17:30	<p>End of the first day of the plenary meeting²</p>	
??	<p>Social event³</p>	

² Meeting might be extended until 18:30 if it is deemed essential to finalise discussion on the demonstration scenarios

³ HUT to propose place and time.

Day 2 - Thur 22nd of January 2004 NOMAD 8th Plenary meeting		Presenter
Location: Hut to specify		
	WP4 (Trials) progress – 2nd session – Reports drafting planning (discussion of content and assignment of contributions)	TCOM
9:30	<ul style="list-style-type: none"> ▪ T4.2: Demo Scenarios Specification & Development D4.2 <i>Report on Demonstration Scenarios & Development</i> currently due Feb 04 	TCOM/ HUT
10:00	<ul style="list-style-type: none"> ▪ T4.1: Prototype Network Platform & SD D4.1 <i>Report on Prototype Network Platform & Service Discovery Middleware deployment</i> currently due Feb 04 	TCOM/ UoBR
10:45	<ul style="list-style-type: none"> ▪ T4.3: Pilots D4.3 <i>Report on NOMAD pilot projects</i> currently due May 04 	TCOM
11:00	Coffee Break	
11:15	<p>WP5 (Assessment & Evaluation) progress</p> <p>Evaluation criteria and relevant indicators and evaluation methodology. A discussion of proposals brought forward by:</p> <ul style="list-style-type: none"> ▪ As far technical adequacy is concerned : UoBr ▪ As far as users and stakeholders acceptance: HUT ▪ As far as the evaluation methodology: TCOM (which evaluation methods (planning of specific demonstration/ evaluation events for collection of feedback, questionnaires, etc – who participates/ how) 	TCOM assisted by UoBr and HUT
13:30	Lunch (sandwich)	
14:15	<p>WP6 Exploitation</p> <ul style="list-style-type: none"> ▪ Discussion of remarks in the recent reviewers report ▪ Exploitation/ consortium agreement ▪ DUP next steps (D6.6) ▪ Who is exploiting what/ how/ when 	OTEC
16:00	Coffee break⁴	
16:00	<p>WP6 - Dissemination Progress</p> <ul style="list-style-type: none"> ▪ Web-site updates (WP2 – WP3) ▪ Project templates update (OTEc) ▪ Project presentation update (OTEc) ▪ Newsletters (D6.7) #1 & (D6.8) #2 ▪ Concertation / Clustering ▪ Standardisation ▪ Publications / Papers 	UoBR
16:30	Review of action points list	OTEC + workpackage leaders

⁴ Served without interruption of the meeting's proceedings

17:30	End of meeting ⁵
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⁵ Meeting might be extended until 18:30 if it is deemed essential to finalise discussions