Victoria Kick-off meeting

**4 - 5 May 2017**,

**Venue : TBD**

# AGENDA

### Day 1: Thursday 04 May

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| Time | Item | Speaker |
| 12:30 | **Opening of the registration**  **Buffet lunch** |  |
| 14:00-14:15 | **Opening of the Kick-Off meeting**   * Welcome and introduction * Objectives of the meeting * Meeting organisation and logistics | ***SIS ARTTIC*** |
| 14:15-14:30 | **EC requirements and expectations (TBC if the PO is present or not)** | ***EC PO? ARTTIC*** |
| 14:30-15:00 | **Presentation of the VICTORIA project**   * Objectives * Expected results * Work Breakdown Structure | ***SIS*** |
| 15:00-16:00 | **Roundtable - Presentation of the Partners (5’ each 2-3 slides maximum)**   * Presentation of the organisation * Background in project’s field * Main contribution to VICTORIA * Expectations from VICTORIA * Who’s who (main contributors involved in VICTORIA) | ***All*** |
| 16:00-16:20 | ***Break*** | ***All*** |
| 16:20-16:40 | **Presentation of the Workpackages – 20 min**   * + Specific objectives   + Main role and contributions of involved partners   + Interactions with other WPs   + Detailed planning for year 1 and expected results   + Milestones and Deliverables for year 1 |  |
| 16:40-17:30 | **WP 1 Project management**  **Including:**   1. Overview of project management organisation 2. Role of the General Assembly, Project office, Management team, Coordinator, WP leaders 3. Project management methods and tools 4. Reporting 5. Deliverable management 6. Rules regarding confidentiality and publication of information 7. Financial issues | ***SIS*** |
| 17:30-18:10 | **WP 10 Dissemination, standardisation & communication**  **Including:**   * **Use of the Victoria CMT platform** |  |
| 18:05 | **End of session** |  |
| 20:00 | ***Dinner*** | ***All*** |

### Day 2 Friday 05 May

| Time | Item | Speaker |
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| 09:00-09:30 | **WP 2 User specification and reference data** | ***FMI*** |
| 09:30–10:00 | **WP 3 Ethical, Legal and Societal issues** | ***KUL*** |
| 10:00-10:20 | **WP 4 Technical architecture (software architecture and interfaces…)** | **SIS** |
| 10:20–10:40 | **WP 5 Advanced analytics modules development** | **AIT** |
| 10:40-11:10 | **WP 6 Semi-automatic 4D crime scene reconstruction** | **FhG** |
| *11:10-11:30* | ***Coffee break*** | ***All*** |
| *11:30-11:50* | ***WP 7* Video Analysis Platform development, integration and test** | ***SIS*** |
| *11:50-12:20* | ***WP 8* Training programme** | ***UPV*** |
| 12:20-12:40 | **WP 9 Field trials and demonstrations** | ***THA*** |
| *12:40-14:00* | ***Lunch break*** | ***All*** |
| 14:00-16:00 | **Working session: first project developments, links and interactions between WPs and/or partners, first results and milestones ???** |  |
| *16:00-16:10* | **Next meetings planning** | ***ARTTIC*** |
| *16:10-16:30* | **Wrap-up and action list** | ***All*** |
| 16:30 | **End of the kick-off meeting** |  |

# Logistics

## The venue:

## Accommodation: