



## **Jobs for Work 4.0 – The Future of Employment**

### **Kick-off Meeting**

22-23 November 2016, Department of Information Systems of the  
University of Minho, Guimarães, Portugal

### **Minutes**

Objectives of the meeting:

1. To get to know each other
2. To become familiar with the application
3. To discuss the scope of the intellectual outputs
4. To agree on the activities to be done by each partner
5. To know the management process
6. To start the research process for output 1
7. To agree on schedules

Tuesday, 22 November 2016

9.30 Welcome.

Attending participants introduced themselves and the agenda was reviewed (UMINHO).

9.45 – 11.00 Short presentations

Partners' organisations were presented together with their responsibilities in the project (Powerpoint or oral presentation, max. 10 minutes per partner)

11.00 – 11.30 Coffee break

11.30 – 13.00 Overview of the project

Presentation of the project background, objectives, tasks, methodology, target groups, outcomes, Leaders of WP and deadlines (WIN).

Challenges were discussed together with mechanisms for coordination.

The basics of project management were discussed and agreed that in the following weeks the following documents will be sent:

- Code of Conduct and Memorandum of Understanding.
- Project Management Toolkit.
- Quality Management Plan.

13.00 – 14.00 Lunch

14.00 – 16.00 Financial and administrative issues (Portuguese National Agency)

Dr Ana Cunha from the National Agency presented information on how to handle various financial and administrative issues.

16.00 – 17.00 IO1-Needs Assessment (WIN / MEATH)

Attending participants engaged in brainstorming regarding the execution of the activities planned for the IO1. Methodology, coordination mechanisms and foreseen challenges were discussed.

20.00 Dinner

Wednesday 23 November 2016

9.30 – 12.00 Needs Assessment Report (WIN / MEATH )

An overall structure for the report was defined together with the expected contributions from partners and the strategy for their integration.

12.00 – 13.00 Schedule and dates (WIN / UMINHO)

The project Gantt was discussed and adjusted to the new date for the project starting. The Developer's Workshop was scheduled for Cyprus on 11 and 12 of April 2017.

## **Agenda**

Venue: Department of Information Systems of the University of Minho,  
Guimarães, Portugal (see map in Annex I)

Tuesday, 22 November 2016

9.30 Welcome

9.45 – 11.00 Short presentations (max. 10 minutes per partner)

11.00 – 11.30 Coffee break

11.30 – 13.00 Overview of the project (WIN)

13.00 – 14.00 Lunch

14.00 – 16.00 Financial and administrative issues (Portuguese National Agency)

16.00 – 17.00 O1 - Needs Assessment (WIN / MEATH)

20.00 Dinner (costs will be borne by each partner)

Wednesday 23 November 2016

9.30 – 12.00 Needs Assessment Report (WIN / MEATH )

12.00 – 13.00 Schedule and dates, a.o.b. (WIN / UMINHO)

13:00 - Close of meeting

# Annex I – Map of the Campus de Azurém of the University of Minho in Guimarães

