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| Operational Management Team Meeting - 09 December 2022 (13.30-15.30 CET) |
| Document File Name | OMT\_Agenda\_20221209 |
| Date - Place | 09 December 2022/ Videoconference |
| Minutes | Shamim Patel |
| Dial In Link | To be advised |

**Attendance:**

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| Operational Management Team Members | Present | Excused |
| Marcelo MILRAD (Coordinator WP1 / WP4 & LNU)  |  |  |
| Sofia PAPAVLASOPOULOU (WP2 & NTNU) |  |  |
| Christothea HERODOTOU (WP3 / WP8 & OU) |  |  |
| Chronis KYNIGOS (WP5 & NKUA)  |  |  |
| Lieva VAN LANGENHOVE (WP6 & UGent) |  |  |
| Carina GIRVAN (WP7 & TCD)\* |  |  |

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| Guests  | Present | Excused |
| Jake BYRNE (\*proxy/representing WP7 & TCD) |  |  |
| Filothei CHALVATZA (SIMPLE) - Permanent Guest |  |  |
| Marianthi GRIZIOT (NKUA) - Permanent Guest |  |  |
| Manolis MAVRIKIS (UCL) - Permanent Guest |  |  |
| Katrien STRUBBE (UGent) - Permanent Guest |  |  |
| Shamim PATEL (Project Manager – LNU) |  |  |

**Agenda**

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| **OMT: 2022-09-12-#01** | **(i) Welcome (ii) Approval of Minutes from OMT Meeting 11 November 2022** **(iii) Approval of Agenda** (MM) |
| **OMT: 2022-09-12-#02** | **Updates from WP2-WP8: (**WP Leaders)*(Information)**(ca. 5 mins each incl. questions)* |
| **OMT: 2022-09-12-#03** | **Scientific Board** (CK) *(Update/Information)** Remit & Contacting Members
 |
| **OMT: 2022-09-12-#04** | **Ethics: Ethics Board and Ethics Advisor** *(Update/Information)** To be c/f to 13 January 2023, OMT Meeting
 |
| **OMT: 2022-09-12-#05** | **IT Infrastructure Update:** (MM) *(Information)* |
| **OMT: 2022-09-12-#06** | **Updates from Coordinator** (MM/SP)* Joint Data Controller Agreement
* Submission of Deliverable – Project Handbook
* Timeliness of Responses
* Quality Control Sheet for Future Deliverables
* Glossary
* Project Calendar for Meetings and Activities
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| **OMT: 2022-09-12-#07** | **Internal Reporting** (MM)* CO proposal at M9 and M27

(Decision: to be agreed either at this meeting or at next OMT meeting) |
| **OMT: 2022-09-12-#08** | **Overview of Current Work & Risks** (MM/SP) *(Information)** GANTT Chart
* Deliverables/Milestones due at M6
* Discussion on the interdependence between the different WPs and their implications for the deliverables.
* Review of Risks
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| **OMT: 2022-09-12-#09** | **Next OMT Meeting:** 13 January 2023: 13.30-15.30 CET**AOB** (All) **/ Buffer**  |