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| Operational Management Team (OMT) Meeting  30th August 2024: 13.30-15.00 CEST (12.30-13.00 BST; 14.30-16.00 EEST) | |
| Document File Name | Extendt2\_OMT\_Agenda\_20240830 |
| Date - Place | 30th August 2024 - Videoconference |
| Minutes | Shamim Patel |
| Dial In Link | Zoom - To be advised |

**Attendance:**

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| OMT Members | Present | Excused |
| Marcelo MILRAD (Coordinator LNU & WP1/WP4) |  |  |
| Sofia PAPAVLASOPOULOU (NTNU & WP2) |  |  |
| Christothea HERODOTOU (OU & WP3/WP8) |  | Maternity Leave |
| Chronis KYNIGOS (NKUA & WP5) |  |  |
| Lieva VAN LANGENHOVE (UGENT & WP6) |  |  |
| Katrien STRUBBE (UGENT & WP6) |  |  |
| Jake BYRNE (TCD & WP7/WP9) |  |  |

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| Guests | Present | Excused |
| Filothei CHALVATZA (SIMPLE) – Permanent OMT Guest |  |  |
| Christina GKREKA (NKUA) – OMT Guest |  |  |
| Marianthi GRIZIOTI (NKUA) – Permanent OMT Guest |  |  |
| Richard HARTE (TCD) – OMT Guest (tbc) |  |  |
| Alisa LINCKE (LNU) - OMT Guest |  |  |
| Manolis MAVRIKIS (UCL) – Permanent OMT Guest |  |  |
| Eileen SCANLON (OU) – Permanent OMT Guest |  |  |
| Sagun SHRESTHA (OU) – Permanent OMT Guest |  |  |
| Shamim Patel (LNU) – Project Manager (Minutes) |  |  |

**Agenda** (Times below: CEST)

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| **OMT: 2024-08-30-#01**  **13.30-13.38** | **Welcome & Formalities** (MM)   * Personnel updates at OU, and TCD (also see #03) * Introduction and Welcome to to Richard Harte (TCD/Leornovate) * Approval of [Minutes from OMT Meeting 14 June 2024](https://drive.google.com/file/d/1P18tEzVIPT-rTSIJfszeCAEKWOcIYRLZ/view?usp=drive_link) * Approval of Agenda |
| **OMT: 2024-08-30-#02**  **13.38-13.50** | **Updates/Info from Coordinator, et al** (MM/SP)   * Interim payment (July 2024) * Formal [approval of shift of resources between NKUA and SIMPLE](https://drive.google.com/file/d/1qK_hinrrdVjoHsyGeUBgOOVYamdxHmyY/view?usp=sharing) * (Ref: email sent 4th July to OMT) * [Request](https://drive.google.com/file/d/16g_vhBBe-OknJzo4uu19-1vpA3t6C3vb/view?usp=sharing) from Animed to join consortium via “Hop on Facility” |
| **OMT: 2024-08-30-#03**  **13.50-13.55** | **TCD/Leornovate** (JB/RH)   * Information on [Leornovate](https://www.learnovatecentre.org/) * Proposed changes as a result of Carina Girvan leaving ExtenDT2 |
| **OMT: 2024-08-30-#04**  **13.55-14.10** | **Planning for Half-Yearly Meeting in Dublin (30 September - 2 October)**   * [Main Preparatory Folder](https://drive.google.com/drive/folders/1xGdtRkKp9hHQxkBLLrPaYRmcc3YefiAV?usp=drive_link) (includes Welcome Pack and list of hotels * [Participants Info](https://docs.google.com/spreadsheets/d/11ZQ8BQI1jxSrhJLjUbvytZGTvuZp5HCCwLWfQiH8Wfk/edit?usp=drive_link) – to fill in\* * [Suggestions for agenda items](https://docs.google.com/document/d/1ilD8vKS8xhcvwcrJc-tF8uwZwBH_KYpZOSxSpakiXSw/edit)- to fill in\* * Further info and deadlines\* from TCD |
| **OMT: 2024-08-30-#05**  **14.10-14.20** | **Deliverables, Milestones, Risks & P1 Review Recommendations**   * Status/Review of Upcoming Deliverables, Milestones, Risks(MM/SP)   *Link to:* [*Quality Control Sheet*](https://docs.google.com/spreadsheets/d/1wCYFr8Fph4wFUJguQQU7oWT7QTTe8-HlbUToWhOdyBE/edit?usp=sharing) Deliverables, Milestones & Risks   * [Period 1 (M18) Review Report](https://drive.google.com/file/d/1vxrbcaXs2UBVCDm_RGWHPEQhjKmVLiom/view?usp=sharing) See pp 2-3 for the five recommendations |
| **OMT: 2024-08-30-#06**  **14.20-14.30** | **WP8: Dissemination & Impact Activities** (OU/MM)   * [Road Map for scientific publications](https://docs.google.com/spreadsheets/d/1hUiw26FAHhM_v4K7LpqAAi527VsSJ8JkggS-41-f73E/edit?gid=0#gid=0) from now and until project end (OU) * [Horizon Results Booster](https://www.horizonresultsbooster.eu/about) – update (OU) * mis4TEL Conference & status of the Open Access proceedings of our workshop (MM) * Policy Document and Cooperation with Sister Projects (OU) * Updates on EC Portal – Continuous Reporting (SP) |
| **OMT: 2024-08-30-#07**  **14.30-14.35** | **WP9: Independent Ethics Advisor** (LNU & TCD)   * Review/update of remaining [work and payment schedule](https://docs.google.com/document/d/1MXVU9h1lw3zUBwyerh50MWp8OwOnyilY/edit?usp=sharing&ouid=106869227590395111863&rtpof=true&sd=true) |
| **OMT: 2024-08-30-#08**  **14.35-14.55** | **Updates from WP2-WP7 incl status of Project Technologies** (WP Leaders)   * ca. 1-2 slides/briefing per WP: *2-3 mins max in total per WP* * *Reminder: to hold Regular WP meetings in Year 3 & update personnel participating in individual WPs*   *For info:*[*Individual WP2-WP9: Meetings and Interdependencies*](https://docs.google.com/spreadsheets/d/1pjkCHLR4sPtML0BspdUpSIApHw3yBlVIuFKTWZjv-pc/edit?usp=sharing) |
| **OMT: 2024-08-30-#09**  **14.55-15.00** | **Varia/AOB** (MM/SP)   * OMT meeting dates (remainder of 2024):   + - Proposed times and dates:13.30-15.00 CET - Thursday 31 October; Friday 29 November (tbc); Friday 20 December * AOB |
| **15.00** | **Close of Meeting** |