



MEETING MINUTES: WP7-19-1 Management Meeting No. 1 Kick-Off Meeting

Date of Meeting: (MM/DD/YYYY) 16-01-2011

Place of Meeting Yarmouk University/Hijawi Building/ Irbid-Jordan

1. Purpose of Meeting

Kick-off Meeting, discuss various aspects of the project.

2. Attendance at Meeting

<i>Name</i>	<i>Department /Institution</i>
Khaled Gharaibeh	Yarmouk University
Hazim Kaylani	Yarmouk University
Mahmoud Smadi	Yarmouk University
Noel Murphy	Dublin City University
Yasir Alfadhil	Queen Mary University of London
Filipe Foix	Technical University of Valencia
YU staf members	Yarmouk University
Advisory committee	Yarmouk University
Industrial Advisory Committee	Telecommunications Industry



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3. Meeting Agenda

Day 1 (Open to All invitees)

9:00-11:00 *Ceremonial*

- YU president will launch the project activities in a ceremony which will be attended by YU officials, representatives of the local industry and local media (Details will follow)

11:00- 12:00 *Coffee Break*

12:00-13:00 *Meeting*

- Handing the original copies of the project grant agreement and mandates to all parnter representatives
- Introductory remarks by the coordinator (Dr. Khaled Gharaibeh)
- Open discussion

13:00-14:00 *Lunch*

14:00-17:00 *Meeting*

- Discussion on ongoing activties (Briefing by work group heads):
 - Curriculum Review (Deliverable No. 1)
 - Project Website (Deliverable No. 21)
 - E-Data base (Deliverable No. 20)
 - QC plan (Deliverable No. 14)

Day 2 (For Management Committee Only)

10:00-12:00 *Meeting*

- Assign the work groups and work group heads for the deliverables of the first year
- Agree on the schedule of the EU staff visits to Jordan (Deliverable No. 2)
- Agree on the schedule of the JO staff visits to EU instiution (Deliverable No. 3)
- Discuss "Regional Cooperation"

13:00-14:00 *Lunch*

14:00-17:00 *Meeting*

- Discuss the Memorandom of Understanding (Deliverable No. 18)
- Discuss budget details
 - Indirect cost
 - Estimate of the staff cost for the activities of the first 6 months
- Discussion on the dissemination of the project activities and outcomes
- Agree on the place and date of the next management meeting

16.00-16:30 *Closure of the Meeting*



Telecommunications Engineering Department
Yarmouk University
Project: 511074-TEMPUS-1-2010-1-JO-TEMPUS-



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Day 3

Open day:

A trip to Petra if the weather permits!
