



**Innova MicroSOLAR Project
Kick-Off Meeting
21-23 September 2016
University of Lleida, Lleida, Spain**

21 September, Day 1

10.30-10.50	Introduction of all attendees, Welcome from Profs Luisa Cabeza (Host) and Khamid Mahkamov (Coordinator)	
10.50-11.20	Brief overall presentation of the project objectives, it aims and deliverables and project participants	K Mahkamov UNN
11.20-12.00	Presentation on Project Management, Communications & Logistics	Alisha Peart UNN
12.00-12.40	Presentation on Legal Issues	Deborah Wise UNN
12.40-13.40	Financial Issues	Irene Lavender UNN
13.40-14.20	Lunch Break	
14.20-15.00	Q & A Session	All
15.00-15.20	Discussion of Membership of the Project Steering Group	All
15.20-15.40	Discussion of Membership of the Project Advisory Group	All
15.40-16.00	Conclusions from the first day of the meeting	K Mahkamov UNN

22 September, Day 2

9.30-10.00	Discussion of questions arisen from information provided in the first day of the meeting	Luisa Cabeza, Lleida University
10.00-10.30	Presentation about Enogia, its team and tasks in the Project	Enogia
10.30-11.00	Presentation about Elianto, its team and tasks in the Project	Elianto
11.00-11.30	Presentation about Thermacore, its team and tasks in the Project	Thermacore
11.30-12.00	Presentation about Strategie, its team and tasks in the Project	Strategie
12.00-12.30	Presentation about Sinagro, its team and tasks in the Project	Sinagro
12.30-13.30	Lunch break	
13.30-14.00	Presentation about User Feedback Program, its team and tasks in the Project	UFP
14.00-14.30	Presentation about Lleida University, its team and tasks in the Project	Lleida University
14.30-15.00	Presentation about eCampus University, its team and tasks in the Project	eCampus University
15.00-15.30	Presentation about Northumbria University, its team and tasks in the Project	Northumbria University
15.30-15.50	Discussion of organisation of collaboration and coordination of actions	All
16.15-16.30	Conclusions from the first day of the meeting	K Mahkamov UNN

23 September, Day 3

9.30-10.00	Discussion of questions arisen from information provided in the first day of the meeting	Luisa Cabeza Lleida University
10.00-12.30	Visit of field tests site	All
12.30-13.00	Lunch break	
13.00-14.00	Discussion of time-table of the project and identification of deliverables to be achieved by each partner by the end of the 3 rd and 6 th months of the Project (in accordance with the project proposal and plan)	All
14.00-14.30	Discussion of Project Dissemination Activities and Project Exploitation Plan	
14.30-15.15	Final Q & A session and Conclusions from the Meeting. Date & Location of the next Project Meeting	K Mahkamov UNN