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| Operational Management Team (OMT) Meeting  14th June 2024: 10.30-12.00 CEST (09.30-11.00 BST; 11.30-13.00 EEST) | |
| Document File Name | Extendt2\_OMT\_Agenda\_20240524 |
| Date - Place | 14th June 2024 - Videoconference |
| Minutes | Shamim Patel |
| Dial In Link | Zoom - To be advised |

**Attendance:**

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| Operational Management Team Members | Present | Excused |
| Marcelo MILRAD (Coordinator LNU & WP1/WP4) |  |  |
| Sofia PAPAVLASOPOULOU (NTNU & WP2) |  |  |
| Christothea HERODOTOU (OU & WP3/WP8) |  |  |
| Chronis KYNIGOS (NKUA & WP5) |  |  |
| Lieva VAN LANGENHOVE (UGENT & WP6) |  |  |
| Katrien STRUBBE (UGENT & WP6) |  |  |
| Carina GIRVAN (TCD & WP7/WP9) |  | x |

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| Guests | Present | Excused |
| Jake BYRNE (TCD) - Guest |  |  |
| Filothei CHALVATZA (SIMPLE) – Permanent OMT Guest |  |  |
| Christina GKREKA (NKUA) – OMT Guest |  |  |
| Marianthi GRIZIOTI (NKUA) – Permanent OMT Guest |  |  |
| 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: 2024-06-14-#01**  **10.30-10.35** | **Welcome & Formalities** (MM)   * Approval of [Minutes from OMT Meeting 24 May 2024](https://drive.google.com/file/d/1vf2Z3eRaWECDcmImE_UNkUZPNyhSvHEP/view?usp=sharing) * Approval of Agenda |
| **OMT: 2024-06-14-#02**  **10.35-10.45** | **Updates/Info from Coordinator** (MM/SP)   * [Period 1 (M18) Review Report](https://drive.google.com/file/d/1vxrbcaXs2UBVCDm_RGWHPEQhjKmVLiom/view?usp=sharing) (NB: informally received from PO) * [Period 1 Financial Queries from RP1 Report and Consortium Responses](https://drive.google.com/file/d/13IEB2u_XKx2DlJiMxYcj9poNEVsEwRkd/view?usp=drive_link) * 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 & Milestone due 31 Aug 2024   * Regular WP meetings in P2 & 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: 2024-06-14-#03**  **10.45.11.05** | **Review of the Five Recommendations from the P1 Review Report** (MM /CK)   * [Period 1 (M18) Review Report](https://drive.google.com/file/d/1vxrbcaXs2UBVCDm_RGWHPEQhjKmVLiom/view?usp=sharing) (NB: informally received from PO) * See pp 2-3 for the five recommendations |
| **OMT: 2024-06-14-#04**  **11.05-11.15** | **WP8: Dissemination & Impact Activities** (CH)   * Road Map for scientific publications from now and until project end * [Horizon Results Booster](https://www.horizonresultsbooster.eu/about)   - *For info:*[EC Info Session on HRB](https://ec.europa.eu/research/participants/docs/h2020-funding-guide/other/event230524.htm)   * [mis4TEL Conference](http://www.mis4tel-conference.net/)   + Attendees from ExtenDT2   + Collaboration with Sister projects |
| **OMT: 2024-06-14-#05**  **11.15-11.40** | **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* |
| **OMT: 2024-06-14-#06**  **11.40-11.45** | **WP9: Independent Ethics Advisor 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: 2024-06-14-#07**  **11.50-12.00** | **Varia/AOB** (MM/SP)   * Planning for the summer – [spreadsheet](https://docs.google.com/spreadsheets/d/1PuGuREhCcXzr-P0OwXe1jau0BfkGFdrid_c71AIGMB4/edit?usp=sharing) to fill in * Next physcial meeting at TCD – dates to check * Next OMT meeting (post summer break) * AOB |
| **12.00** | **Close of Meeting** |