



Consortium Meeting

Location: Hotel Nepomuk, Obere Mühlbrücke 9, 96049, Bamberg

Thursday, March 20, 2014

09:30 – 12:00

09:30 – 10:30: WP1: Status quo of the Pre-Study (60') – chaired by TUW

Each university partner¹ (TUW, USI, UTT) will have 20' to report on the current status of the Pre-Study in their countries. Questions to report on:

- Are the Pre-Study activities finalised?
- What new information has been got about the user context and their needs since Paris Consortium Meeting?
→ *Excerpts of interview transcripts, cultural probe diaries and observation videos are welcome as well as graphs summarising findings from the Zarit's questionnaire and pictures taken during fieldwork.*
- Have the new findings been integrated in the scenarios description and the use cases available in the Use Case Wiki?
- If not, when and how would they be integrated?

10:30 – 10:50: WP1: Recruitment of 10 New Users for Usability Test Phase (20') – chaired by SOGL

Each end-user organisation will have 5' to inform about the status of recruitment of 10 new users for the Usability Test phase. Some minutes will be available to clarify any doubt about this phase.

10:50 – 11:05: Break (15')

11:05 – 11:55: WP4: Report on Focus-Groups (50') – chaired by UTT

TUW, UTT, ESE, USI and SOPHIA will have 10' each to report back on how things went with their focus group² → Pictures, preliminary findings and so forth illustrating the focus group activities are welcome.

Lunch

Thursday, March 20, 12:00–13:30

Location: TBC

¹ When end-users organisations were involved in the pre-study, the university partners should share their time with them, or integrate their findings to the report.

² Since USI team will not have carried out its focus group by the consortium meeting, they should report on the preparations for the focus groups.



Thursday, March 20, 2014
13:30 – 17:45

13:30 – 14:15: WP2 + WP4: Discussion about next steps within WP4 and their relation to WP2 (45') – chaired by ESE

We should discuss how we will proceed within WP4 and how WP4 results will feedback into WP2:

- When will the data from the focus group be analysed?
- Which input will the findings from the focus group give to WP2?
- How and to what extent will the sketches be revised?
- Which other WP4 activities will be carried out for the next few months?
- How will ESE coordinate these activities?
- What communication mechanisms will be established within WP4 so that the activities are consistent across the countries?

14:15 – 15:30: WP2: Discussion about T2.2 and D2.2 (45') – chaired by ILOGS

ILOGS reports on the status of D2.2 and articulates how to proceed with the sketching activities so that they have what they need for writing the report and realising it on time. Questions to be discussed:

- What do we have so far as sketches? How detailed are they? What is still missing and needs attention?
- Are there changes to the clusters identified in the use case meetings in the meantime? Are there suggestions for modifications?
- How should we reorganise the sketches in Moqups so that it is consistent with the clusters?
- How will ILOGS coordinate the refinement and reorganisation of the sketches in Moqups?
- Based on the news and preliminary feedback from users in the focus-groups in Vienna, what do we need to consider and focus on in our project? Are there areas that are emergent and others less relevant for the next months? How can we reflect on the users feedback in terms of sketches and use cases?
- Important: How can we strengthen our focus on AAL?

15:30 – 15:45: Break (15')

15:45 – 17:45: WPI + WP2: Preparations for writing D1.3: Use Cases + Initial list of requirements (120') – chaired by UTT

D1.3 should be ready by the end of June 2014. In preparation for its writing, we should discuss and agree on the following issues:

- Is the current level of granularity of the use cases enough for the technology partners to go ahead with their work?
- How can we translate the use cases into requirements?
- How should we map the requirements to the different TOPIC corners or clusters? How can we handle overlaps?³

Short city tour

Thursday, March 20, from 18:00

Dinner

Thursday, March 20, 20:00

Location: TBC

³ We should have in mind that a requirement can be related to more than one corner/cluster.



Consortium Meeting

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Friday, March 21, 2014

09:00 – 12:30

09:00 – 9:45: WP2: Status quo of technological developments (45') – chaired by WEBINAGE
Each technology partner (ILOGS, AVINOTEC, WEBINAGE) will have 15' to present the work they have done since Paris Consortium Meeting. Questions to be addressed in the presentation:

- What has been implemented so far?
- What difficulties were faced during the process?
- How are the implemented modules related to the project and the TOPIC platform?

09:45 – 10:30: WP2: Discussion about T2.1: IT specification and architecture (45') – chaired by ILOGS

T2.1 has started in January. We should clarify and discuss:

- Who is currently coordinating T2.1?
- What was the milestone demarcating the start of it?
- What is the specification and architecture of the TOPIC Platform/IT so far?
- What has been done in this regard so far?
- What are the next steps in its development?
- How can other partners contribute?
- Which other issues should we have in mind? Are there issues related to AAL solutions that we need to consider?
- Are we open source?

10:30 – 10:45: Break (15')

10:45 – 11:30: WP2: Discussion about Project Handbook – Issue related to T2.1 (45') – chaired by AVINOTEC

Following-up discussions on how we should systematise the translation of our interfaces to German and French and seeking to regulate how prototypes, and later on the whole platform, will be developed, it was suggested the elaboration of a "TOPIC Project Handbook". We should discuss:

- What should be included in the handbook?
- Who will coordinate its elaboration?
- Who will contribute with it and how?

11:30 – 12:30: WP2: Tutorial about how we should use JIRA (60') – chaired by ILOGS

ILOGS will provide a tutorial about JIRA and how we should use it for the next activities within WP2.

- How to record the requirements in the system?
- How to keep track of changes on it?

Lunch

Friday, March 20, 12:30 – 14:00

Location: TBC



Friday, March 20, 2014
14:00 – 16:15

14:00 – 14:20: WP3: Discussion on T3.1: Contents and services of the CarePortfolio (20') – chaired by USI

In the adjusted project time plan, elaboration/acquisition of content for CarePortfolio should start in July. We need to discuss, plan for, and agree on the following issues to avoid any delay:

- How will USI coordinate T3.1?
- What sort of contents we will include in the platform?
- Will ILOGS be able to provide part of the (e.g., care related) content for Learning Corner?
- Where will the other parts of the content come from?
- Will we purchase video courses for the Learning Corner?
- If yes, who will pay for this?

14:20 – 14:40: WP3: Discussion on T3.2: Updates with respect to the end-user needs (20') – chaired by USI

In the adjusted project time plan, elaboration/acquisition of content for CarePortfolio should start in July. We need to discuss, plan for, and agree on the following issues to avoid any delay:

- How will USI coordinate T3.2?
- What activities do they have in mind to it?
- How could we add to USI's initial ideas?
- Will USI write a plan of action for this task, discuss it with WP3 members and refine it according to the feedback they get?

14:40 – 15:00: WP5: Dissemination activities (20') – chaired by SOPHIA

Each partner will be given the opportunity to shortly present the dissemination activities that they have been involved in the past few months and the ones they are planning for the next ones. We should also start discussing a possible TOPIC International Showcase⁴ to present the results of the project and to get feedback from the community.

15:00 – 15:15: Break (15')

15:15 – 16:15: WP6 (60') – chaired by TUW

- Consortium partnership of LOKEO
- Managerial report
- Quality handbook
- Next steps within the project
- Start of articulation work for getting prepared to the middle-of-project review
- Summary of agreements reached during the Consortium Meeting
- Planning for next face-to-face Consortium Meeting – Date + Place
- AOB

⁴ We would organise an event and invite organisations who could be interested in our outcomes. This could be open for caregivers, companies, and academics. This was discussed at the beginning of the project.