

TRANSNATIONAL PROJECT MEETING
(organized by Poznan University of Technology, Poland)

30th of January 2023

Session 1	
09:30	Opening and Welcome ceremony: Prof. Olaf CISZAK, Dean of the FME of Poznan University of Technology
09:45	Presentation of the Agenda and welcome speech: Prof. Filip GÓRSKI, Poznan University of Technology
10:00	Summary of midterm project results, setting up and clarifying goals of the meeting, (Assoc. Prof. Răzvan PĂCURAR, TUCN, project manager)
10:30	Project management (Assoc. Prof. Răzvan PĂCURAR, project manager) <ul style="list-style-type: none"> - Important aspects related to the interim report preparation and submission - Collection of activity reporting by the coordinator: organization and calendar (timesheets, deadlines/milestones) - Collection of results of Intellectual Outputs and status of delivery - Other project management issues
11:30	Coffee break
12:00	Intellectual Outputs – status and summary of currently prepared deliverables (Assoc. Prof. Răzvan PĂCURAR, TUCN, project manager)
12:15	Validation of the status of tasks - Each partner will present the plan and status for each activity they have ownership (15 minutes per presentation) <ul style="list-style-type: none"> - IO1 – EMERALD e-book for developing of biomimetic mechatronic systems (Assoc. Prof. Răzvan PĂCURAR, TUCN, Romania) - IO2 – EMERALD e-toolkit manual for digital learning in producing biomimetic mechatronic systems (Prof. Filippo SANFILIPPO, UiA, Norway) - IO3 – EMERALD e-learning VR / AR platform for programming and using of biomimetic mechatronic systems (Branislav RABARA, BIZZCOM s.r.o., Slovakia) - IO4 – EMERALD e-case studies for project based learning method used in developing, testing and manufacturing of new biomimetic mechatronic systems made by 3D printing technologies (Assoc. Prof. Filip GÓRSKI, PUT Poznan, Poland)
13:15	Q&A with partners, comments and discussion, possible work in groups
14:00	Ending of session 1 / Lunch break

31st of January 2023

Session 2	
09:30	<p>Financial and administration rules (Assoc. prof. Răzvan PĂCURAR, TUCN)</p> <ul style="list-style-type: none"> - Status related to the activity reported so far (timesheets + fulfilling the timesheets) (all partners) - Status about financial expenses (financial balance) (all partners) - Aspects related to the next future expenses (that are eligible) and reporting of timesheets
10:00	<p>Communication, Dissemination and Exploitation (incl. Multiplier Events) + status of files uploaded on Teams / drives related to the EMERALD project (Assoc. Prof. Răzvan PĂCURAR, TUCN, project manager)</p>
10:30	<p>Setting updates, tasks and responsibilities</p> <ul style="list-style-type: none"> - Effects of the production of the Intellectual Output 2 / aspects that must be considered for the IO2 to be finalized (Prof. Filippo SANFILIPPO, University of Agder, Norway) - Plans and discussion on ideas and responsibilities of the Intellectual Output 3 (Branislav RABARA, BIZZCOM s.r.o., Slovakia) - Disseminating plan (in the frame of the IO4), status of papers, current and planned work (Assoc. Prof. Filip GÓRSKI, PUT Poznan, Poland)
11:30	Coffee break
12:00	<p>Setting of details related to the next following activities to be organized on the EMERALD project</p> <ul style="list-style-type: none"> - Organizing of ME activity in February 2023 (Assoc. Prof. Răzvan PĂCURAR, TUCN, project manager) - Organizing of Learning Teaching Training activity (summer school) in the September 2023 at the University of Agder, Norway (Assoc. Prof. Răzvan PĂCURAR, TUCN, project manager and Prof. Filippo SANFILIPPO, University of Agder, Norway) - Organizing of Short-term joint staff training event in May 2023 and ME activity in September 2023 (Branislav RABARA, BIZZCOM s.r.o., Slovakia)
12:45	<p>Q&A with partners comments and discussions about financial, dissemination, implementation, future activities planes to be organized in the EMERALD project, responsibilities etc.</p>
13:15	Final conclusions / ending of session 2
13:30	Visiting of laboratories at Poznan University of Technology
15:00	Lunch break