

TRANSNATIONAL PROJECT MEETING
(organized by BIZZCOM s.r.o., Slovakia)

11th of September 2023

Session 1	
10:00	Opening and welcome ceremony: Branislav Rabara, Director of BIZZCOM s.r.o. company, Slovakia
10:10	Presentation of the Agenda of TPM event: Branislav Rabara, Director of BIZZCOM s.r.o. company, Slovakia
10:15	Project management - session 1 (Assoc. Prof. Răzvan PĂCURAR, TUCN, project manager) - important conclusions after the “on-spot” control activity that was realized by the Agency officers in the period June-July 2023 at the Technical University of Cluj-Napoca - important notifications on behalf of the Agency related to the final report and final evaluation - quick overview on the status of each IO deliverables (IO3 and IO4) - quick overview about the dissemination / communication plan and status of indicators still needed to be fulfilled in the EMERALD project
10:30	Intellectual Outputs – IO3 - status and summary of currently prepared deliverables for the e-learning platform / updates per each institution / thematic room + finalizing of the EMERALD e-learning platform in Kuula (Martin Zelenay – BIZZCOM s.r.o. – leading responsible institution - IO3) + Assoc. Prof. Răzvan PĂCURAR, TUCN, project manager + Assoc.Prof. Diana Băilă (UPB) - 3D scanning + 3D printing (PUT Poland), CAD/CAE (TUCN), Material science (UPB), AR and programming (BIZZCOM), senzoring / assembling / bio-mechatronics (UiA)
11:30	Coffee break
11:30	Intellectual Outputs – 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 - leading responsible institution - IO4)
12:00	Intellectual Outputs – IO4 – EMERALD – dissemination / communication plan / indicators (Assoc. Prof. Filip GÓRSKI, PUT Poznan, Poland - leading responsible institution - IO4 + Filippo SANFILIPPO – University of Agder (UiA)
13:00	Q&A with partners, comments and discussions, working in groups in relation with IO3 and IO4
14:00	Ending of session 1 / Lunch break

12th of September 2023

Session 2

10:00	<p>Project management – session 2 - Financial and administration final report (Assoc. Prof. Răzvan PĂCURAR, TUCN, project manager)</p> <ul style="list-style-type: none"> - Financial and administration report to be fulfilled in accordance with the Notification sent and approved by the Agency in July 2023 (all partners) - Status about financial expenses (financial balance) – fulfilled in accordance with the Notification sent and approved by the Agency in July 2023 (all partners) - Status related to the activity reported so far (timesheets + fulfilling the timesheets + last expenses (that are eligible) and reporting of last timesheets in accordance with the Notification sent and approved by the Agency in July 2023) (all partners) - Final audit (forms, content, report)
10:30	<p>Project management – session 3 – Final report to be realized on the Agency platform (Assoc. Prof. Răzvan PĂCURAR, TUCN, project manager + all partners)</p> <ul style="list-style-type: none"> - Status of files uploaded on Teams / drives related to the EMERALD project (certificates, contracts, participating lists, etc.) - Important aspects related to the final report preparation and submission - Setting updates, tasks and responsibilities related to documents that are needed to be prepared for the final report for the Agency platform (with contribution of all partners) - Setting updates, tasks and responsibilities related to documents that are needed to be prepared for the final report on the EMERALD website (with contribution of all partners)
11:30	Coffee break
12:00	<p>Communication / Dissemination plan (Assoc. Prof. Filip GÓRSKI, PUT, Poland and Filippo SANFILIPPO – University of Agder (UiA))</p> <ul style="list-style-type: none"> - updating and finalizing the plan related to the EMERALD project indicators necessary to be realized “in common” with all partners of the EMERALD consortium institutions / validating the plan by all partners (Assoc. Prof. Filip GÓRSKI, PUT Poznan, Poland - leading responsible institution - IO4 + Filippo SANFILIPPO – University of Agder (UiA))
12:30	<p>Aspects related to the organizing of Multiplier event in Bucany (September 2023) Martin Zelenay – BIZZCOM s.r.o + Assoc. Prof. Răzvan PĂCURAR, TUCN, project manager)</p> <ul style="list-style-type: none"> - aim of the Multiplier Event – related to sharing of e-learning platform - presentations and focus of presentations on behalf of the EMERALD partners - promoting of the event in the media / interviews / photos / reports - organizing in groups / logistics - collecting of feedbacks / documents necessary to be fulfilled during the event
13:30	Final conclusions / ending of session 2
14:00	Lunch break