



## TRANSNATIONAL PROJECT MEETING

(organized by Politehnica University of Bucharest, Romania)

31<sup>st</sup> of August 2022

Session 1	
10:00	Opening and Welcome ceremony: Prof. Nicolae Ionescu / Associate Prof. Diana Băila (Politehnica University of Bucharest, Romania)
10:10	Partners presentation - each partner presents the team and organization in 5 minutes
10:45	Information from the ANPCDEFP agency / important aspects related to the contracts and annexes (Assoc. Prof. Răzvan Păcurar, TUCN, project manager)
11:15	Project management (Assoc. Prof. Răzvan Păcurar, project manager) <ul style="list-style-type: none"> <li>- Eligibility of the staff members involved in the project (hiring issues / hiring categories/ responsibilities)</li> <li>- Collection of activity reporting by the coordinator: organization and calendar (timesheets, deadlines/milestones)</li> <li>- Important tools (Mobility tool, Dropbox, WhatsApp, Teams, Drive, etc)</li> </ul>
12:00	Coffee break
12:30	Role of the leaders of intellectual Outputs (Assoc. Prof. Răzvan Păcurar, TUCN, project manager)
12:45	Validation of the distribution 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"> <li>- IO1 – EMERALD e-book for developing of biomimetic mechatronic systems (Assoc. Prof. Răzvan Păcurar, TUCN, Romania)</li> <li>- IO2 - EMERALD e-toolkit manual for digital learning in producing biomimetic mechatronic systems (Prof. Filippo Sanfilippo, UiA, Norway)</li> <li>- IO3 - BRIGHT e-learning VR / AR platform for programming and using of biomimetic mechatronic systems (Branislav Rabara, BIZZCOM s.r.o., Slovakia)</li> <li>- 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 Gorski, PUT Poznan, Poland)</li> </ul>
13:45	Q&A with partners comments and discussions on the possibility of formation micro-working groups
14:00	Ending of session 1 / Lunch break



1<sup>st</sup> of September 2022

Session 2	
10:00	<b>Financial and administration rules (Assoc. prof. Răzvan Păcurar, TUCN)</b> <ul style="list-style-type: none"> <li>- Status related to the activity reported so far (timesheets + fulfilling the timesheets) (all partners)</li> <li>- Status about financial expenses (financial balance) (all partners)</li> <li>- Aspects related to the next future expenses (that are eligible) and reporting of timesheets</li> </ul>
10:30	<b>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)</b>
11:00	<b>Project implementation in the partner institutions (each partner)</b> <ul style="list-style-type: none"> <li>- Identifying of potential calls for applying to future common projects in the frame of EEA grants, ERASMUS, HORIZON programs, signing of ERASMUS bilateral agreements, running common BSc./ MSc. Diploma projects, etc.) (Associate prof. Diana Băilă, Politehnica University of Bucharest, Romania and Branislav Rabara, BIZZCOM s.r.o., Slovakia)</li> </ul>
11:30	Coffee break
12:00	<b>Setting updates, tasks and responsibilities</b> <ul style="list-style-type: none"> <li>- State of progress of the production of the Intellectual Output 1 / monitoring / urgent aspects that must be considered for the first Intellectual output (IO1) to be delivered in finalized variant at the EMERALD summer school (Assoc. Prof. Răzvan Păcurar, TUCN, project manager)</li> <li>- Planning of the production of the Intellectual Output 2 / monitoring / urgent aspects that must be considered for the first Intellectual output (IO2) to be delivered in finalized variant in January 2023 (Prof. Filippo Sanfilippo, University of Agder, Norway)</li> <li>- Disseminating plan for the entire project (in the frame of the Intellectual Output 4 that is coordinated by PUT Poznan, Poland (Assoc. Prof. Filip Gorski, PUT Poznan, Poland)</li> </ul>
13:00	<b>Setting of details related to the next following activities to be organized on the EMERALD project</b> <ul style="list-style-type: none"> <li>- Organizing of Learning Teaching Training activity (summer school) in the period 12-23 September 2022 at the University of Agder, Norway (Assoc. Prof. Răzvan Păcurar, TUCN, project manager and Prof. Filippo Sanfilippo, University of Agder, Norway)</li> <li>- Organizing of TPM activity in January 2023 (Assoc. Prof. Filip Gorski, PUT Poznan, Poland)</li> <li>- Organizing of ME activity in February 2023 (Assoc. Prof. Răzvan Păcurar, TUCN, project manager)</li> </ul>
13:30	<b>Q&amp;A with partners comments and discussions about financial, dissemination, implementation, future activities planes to be organized in the EMERALD project, responsibilities etc.</b>
13:45	Final conclusions
14:00	Ending of session 2 / Lunch break

