

## Joint undergraduate courses for smart energy management systems



Co-funded by the  
Erasmus+ Programme  
of the European Union



### Kick-Off Meeting

Technical University of Sofia, Univ. building № 1,  
8 „St. Kliment Ohridski“ Blvd.  
Sofia 1000

**11 December 2020**

<https://join.skype.com/iBeVefnSJig7>

#### Contact Details:

Prof. Valeri Mladenov: + 35929652131, [valerim@tu-sofia.bg](mailto:valerim@tu-sofia.bg)

Mrs. Veselina Dobreva: + 35929652655, [vdobreva@tu-sofia.bg](mailto:vdobreva@tu-sofia.bg)

## Agenda

Friday, 11 December 2020		
Time	Topic	Responsible partner
<b>10:00 – 10:20</b>	<b>Welcome Session and meeting arrangements</b>	<b>TUS</b>
<b>10:20 – 11:00</b>	<b>Partners introduction &amp; Presentations</b> <ul style="list-style-type: none"> <li>• Who you are</li> <li>• What you do                             <ul style="list-style-type: none"> <li>○ Existing Portfolio of Tools &amp; Services related to JAUNTY</li> </ul> </li> <li>• What you are expected to do within JAUNTY project</li> </ul>	ALL 5' minutes presentation per partner
<b>11:00 – 11:20</b>	<b>Short project overview/ Presentation of the project</b> <ul style="list-style-type: none"> <li>• Project Vision &amp; Objectives</li> <li>• The activities</li> </ul>	Prof. Valeri Mladenov, (Project Manager) TUS
<b>11:20 – 11:40</b>	<b>Project Management</b> <ul style="list-style-type: none"> <li>• Quality management scheme</li> <li>• Partner communication issues</li> <li>• Contract requirements</li> <li>• Questions and Answers</li> </ul>	Assist. Prof. Thomas Lagkas IHU
<b>11:40 – 12:10</b>	<b>Financial Management</b> <ul style="list-style-type: none"> <li>• General Rules &amp; Financial Provisions</li> <li>• Eligible Costs</li> <li>• Travel Costs</li> <li>• Special Conditions due to COVID19</li> </ul>	Mrs. Petaloti Christina UOWM
<b>12:10 - 12:30</b>	<b>Presentation of JAUNTY</b> Overview and plans <ul style="list-style-type: none"> <li>○ Work plan, tasks, objectives</li> </ul>	Assist. Prof. Thomas Lagkas IHU
<b>12:30 – 13:15</b>	<b>Discussion:</b> <ul style="list-style-type: none"> <li>• The project and its financial aspects</li> <li>• Final work program and schedule covering the whole project period</li> <li>• New revised Gantt Chart (timeline)</li> <li>• Accepting a plan for activities with specific deadlines for implementation</li> <li>• Discussing issues arising during project work</li> <li>• Project management, communication, quality assurance, publicity and administrative matters</li> </ul>	ALL

	<ul style="list-style-type: none"> <li>• <i>Preparation of signing agreements between partners</i></li> <li>• <i>Identifying the ways of communication between partner organizations</i></li> </ul> <p><i>Questions to be asked at the second international meeting.</i></p>	
<b>13:15 – 14:00</b>	<b><i>Break</i></b>	
<b>14:00 – 14:30</b>	<b><i>Project Coordination</i></b> <ul style="list-style-type: none"> <li>• <i>Voting for Committees</i></li> <li>• <i>Selecting the responsible person for each project outputs</i></li> </ul>	Prof. Valeri Mladenov, (Project Manager) TUS ALL
<b>14:30 – 14:45</b>	<b><i>Output 2 (O2) Academic Curriculum on Smart Energy Management Systems</i></b> <i>Overview and plans</i> <ul style="list-style-type: none"> <li>○ <i>Work plan, tasks, objectives</i></li> </ul>	UCY
<b>14:45 - 15:00</b>	<b><i>Output 3 (O3) Online platform for Joint Distant Courses</i></b> <i>Overview and plans</i> <ul style="list-style-type: none"> <li>○ <i>Work plan, tasks, objectives</i></li> </ul>	IHU, UOWM
<b>15:00 - 15:15</b>	<b><i>Output 4 (O4) Online platform for Remote Labs</i></b> <i>Overview and plans</i> <ul style="list-style-type: none"> <li>○ <i>Work plan, tasks, objectives</i></li> </ul>	TUS, EOOD
<b>15:15 - 16:00</b>	<b><i>Closing Remarks and Next Meetings Schedule</i></b> <b><i>Closure of the Meeting</i></b>	<b>TUS</b>