

**EMPIR JRP 15RPT04 TracePQM  
M9 Project Progress Meeting Agenda  
Date: 21<sup>st</sup>-22<sup>nd</sup> February 2017  
Venue location: IMBIH, Sarajevo, Bosnia and Herzegovina**

**21<sup>st</sup> February 2017 – Project progress meeting day 1**

8:45	Registration, tea / coffee	
9:00	Welcome & project introduction	Coordinator
9:05	Individual introduction <i>Each delegate gives a short self introduction (no power point slides) Introducing new stakeholders/collaborators</i>	All
9:20	Project deliverables and work plan overview	Coordinator
9.30	WP1 planning and technical discussion [total 2h 30m] <i>Discuss technical approach, detailed activities, planning</i>	WP1 leader, All
10.30	Tea/coffee break	
10.45	WP1 planning and technical discussion continued <i>Discuss technical approach, detailed activities, planning</i>	WP1 leader, All
12:00	Lunch	
13:00	WP1 planning and technical discussion continued <i>Discuss technical approach, detailed activities, planning</i>	WP1 leader, All
13:45	Tea/coffee break	
14:00	WP2 planning and technical discussion [2h 00m] <i>Discuss technical approach, detailed activities, planning</i>	WP2 leader, All
16:00	Lab tour	All
17:00	End of day 1	
19.00	Dinner	

**22<sup>nd</sup> February 2017 – Project progress meeting day 2**

9.00	WP3 planning and technical discussion [0h 40m] <i>Discuss technical approach, detailed activities, planning</i>	WP3 leader, All
9:40	WP4 planning and technical discussion [0h 40m] <i>Discuss technical approach, detailed activities, planning</i>	WP4 leader, All
10:20	Tea/coffee break	
10:35	WP5 Impact [0h 35m] <i>Stakeholders/Collaborators, Stakeholders committee Website, dissemination Detailed activities, planning</i>	WP5 leader, All
11.10	WP6 Project management issues [0h 15m] <i>Project management board, RMGs Reporting, meeting schedule. Contact list.</i>	Coordinator, All
11:25	Review of meeting, actions, next steps	Coordinator
11:35	Lunch	
12:10	End of day 2	