



Apps for Carers (A4C) project

Kick-off meeting
29-30 November 2016
Limassol (Cyprus)

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



Agenda

29 November 2016

Time	Presentation / topic	Speaker	Goal
9.00-9.40	Introduction by partners Study visit: CUT overview of local initiatives for carers	All Prof Evridiki Papastavrou	Knowledge on each other's interests and activities
9.40-10.00	Overview of the project	Francesco Barbabella (LNU)	Presentation of project activities, timeline and outputs + Clarifications
10.00-11.00	IO1 Selection of apps	Roberta Papa and Flavia Piccinini (INRCA)	Presentation of methodology for defining criteria, conducting the survey and reviewing with pilot users + Discussion
11.00-11.15	<i>Coffee break</i>		
11.15-13.00	IO1 Selection of apps (continued)	<i>Discussion</i>	Final agreement on methodology
13.00-14.00	<i>Lunch</i>		
14.00-14.30	IO2 Training methodologies and resources	Licia Boccaletti (ANS)	Presentation of overall approach and Q&As
14.30-14.45	IO3 Trainers' manual	Areti Efthymiou (CUT)	Presentation of overall approach and Q&As
14.45-15.15	IO4 Mobile app	Ariana Polyviou (Singularlogic)	Presentation of design and development approach
15.15-15.30	<i>Coffee break</i>		
15.30-16.30	IO4 Mobile app (continued)	<i>Discussion</i>	Definition of approach and final agreement
16.30-16.45	Management, monitoring and administration	Francesco Barbabella (LNU)	Presentation of administrative requirements and documents and Q&As
16.45-17.00	Wrap up of the day	Francesco Barbabella (LNU)	Summary of issues and decisions
19.00	<i>Social dinner</i>		

30 November 2016

Time	Presentation / topic	Speaker	Goal
9.00-9.40	Evaluation	Roberta Papa and Flavia Piccinini (INRCA)	Presentation of draft evaluation plan and questionnaire + Feedback by partners
9.40-10.00	Communication and dissemination	Licia Boccaletti (ANS)	Presentation of draft com. and dis. plan and requirements + Feedback by partners
10.00-10.45	Publication agreement and plan	Francesco Barbabella (LNU)	Presentation of the draft pub. agreement and plan + Feedback by partners
10.45-11.00	<i>Coffee break</i>		
11.00-11.30	Project management and meeting plan	Francesco Barbabella (LNU)	Agreement on communication channels and plan of next meetings/teleconferences
11.30-11.45	Wrap up of the meeting	Francesco Barbabella (LNU)	Closing remarks and summary of decisions
11.45	<i>Lunch and departure</i>		

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