

Collaborative e-platform for innovation and educational enhancement  
in medical engineering - CALLME (2022-1-RO01-KA220-HED-  
000087703)

## Consortium Transnational Project Meeting Agenda

Day 1, 29.04.2024

Venue: 50, Nicolaou Rossou Street, 6021, Larnaca, Cyprus  
(<https://livadhiotis.com/>)

Time	Topic	Responsible(s)
13:00-14:00	<b>Arrival</b>	EUROCY, All Partners
14:00-14:15	<b>Welcome and Introductions</b> Brief introduction of participants and meeting goals.	EUROCY, Universitatea Tehnica Cluj-Napoca
Welcoming and logistics provided by George Milis, EUROCY. Introduction of meeting participants and status update provided by Prof. Dan Stan, Universitatea Tehnica Cluj-Napoca.		
14:15-16:00	<b>Project Overview &amp; Mid-Term Report</b> Summary of project goals and upcoming deliverables. Presentation of key achievements and milestones reached so far. Barriers or deviations from the plan.	Universitatea Tehnica Cluj-Napoca, All partners
Discussion led by coordinator on each WP in specific. Directions were provided towards the mid-term reporting of the project, which is approaching – internal deadline for all contributions is the 10.5.2024.		
16:00-16:15	<b>Break (coffee, etc.)</b>	
16:15-17:15	<b>Presentation of project website, e-Training Platforms and network</b>	EUROCY, University of Nis, All Partners
Presentation of the Educational Database platform by Assoc. Prof. Nikola Vitkovic, University of Nis – courses already uploaded there. Courses will now be transferred to the LMS hosted by EUROCY → structure from platform, courses on Google Drive.		

<b>Medical Engineering Courses</b> – the name of the course on the CALLME platform, 5 different courses and modules under them.		
17:15-18:00	<b>Engagement with local stakeholders</b> Invited presentation by Assistant Professor Panayiotis Kolios, about the work done at the KIOS Center of Excellence (University of Cyprus) in collaboration with the Ministry of Health Discussion will follow on the CALLME project content and potential take-up of results.	Assistant Professor Panayiotis Kolios, EUROCY, All
<p>Presentation provided by Assist. Professor Panayiotis Kolios.            Round table introduction of partners to the presenter.            Presentation of the work done at KIOS Center of Excellence in collaboration with the Ministry of Health.            Presentation of the CALLME project objectives and current results by Prof. Dan Stan, Universitatea Tehnica Cluj-Napoca.            Open discussion in topics relevant to the presentations and potential exploitation of results.</p>		
18:00	<b>End of 1st day of TPM meeting</b>	
Conclusion by the host and closing of the 1 <sup>st</sup> day of the meeting.		

## Day 2, 30.04.2024

Venue: 50, Nicolaou Rossou Street, 6021, Larnaca, Cyprus  
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Time	Topic	Responsible(s)
09:00-09:30	<b>Arrival and setup</b>	
09:30-10:00	<b>Recap &amp; Key Takeaways</b> Summary of key decisions and action items from Day 1.	EUROCY, Universitatea Tehnica Cluj-Napoca
<p>Additional Discussion on the material to be uploaded on the LMS Platform – type of courses, how they will be presented, etc.            Brief presentation of clinics/stakeholders of the project by the coordinator.            Discussion on the e-Centers → they are like communities of practice, including organizations that are interested, stakeholders, employees of organizations, students, trainees, etc.</p>		
10:00-10:45	<b>Action Item Review &amp; Delegation</b>	Universitatea Tehnica Cluj-Napoca, All partners

	<p>Brainstorm solutions, assign tasks, and set clear deadlines, focus on critical project areas or challenges identified.</p> <p>Review all action items captured throughout the day.</p> <p>Assign ownership and deadlines for each action item.</p>	
<p>Discussion on current open items and proposal of solutions to move on to the items of the second period of the project.</p> <p>Focus now on the mid-term reporting and preparation of events/dissemination activities.</p> <p>Finalization of course modules by responsible partners.</p>		
10:45-11:00	<b>Break (coffee, etc.)</b>	
11:30-13:00	<p><b>Engagement with local stakeholders</b></p> <p><b>Visit to the local SME MJ MEDISCIENCE</b>  <a href="https://mj-mediscience.com/">(https://mj-mediscience.com/)</a></p> <p>We will have the opportunity to learn about their work in the local market.</p> <p>Discussion will follow about the CALLME project results and their potential takeup by CY SMEs and beyond.</p>	<p>MJ MEDISCIENCE, EUROCY, All Partners</p>
<p>Visit to MJ Mediscience's offices.</p> <p>Presentation of the SME's main areas of expertise by their CEO, Mr Marios Iosif.</p> <p>Brief presentation of the consortium partners and the topic of our project and discussion on potential input on this project and potential future collaborations.</p>		
13:00-14:30	<b>Lunch Break</b>	
14:30-15:15	<p><b>Mid-Term Report Finalization</b></p> <p>Collaborative work to finalize the mid-term report content.</p> <p>Ensure the report addresses project progress, achievements, challenges, and future plans.</p>	<p>Universitatea Tehnica Cluj-Napoca, All partners</p>
<p>Discussion on the remaining work to be done with regards to the mid-term reporting.</p> <p>Each partner ensured they will provide the required documentation and input.</p>		
15:15-15:30	<p><b>Communication</b></p> <p>Identify key stakeholders and communication strategies for each group</p>	<p>Universitatea Tehnica Cluj-Napoca, All partners</p>
<p>Further discussion on the existing e-centers and stakeholders of the project.</p> <p>The coordinator presented some of the clinics that are already identified as stakeholders.</p>		

15:30-16:00	<b>Courses Presentations</b>	All Partners
Each partner gave a brief presentation of the current state of their developed modules. Discussion on the type of each partner's courses (PDF, PowerPoint, video, etc.) and on how it can be uploaded on the LMS platform.		
16:00-16:15	<b>Break (coffee, etc.)</b>	
16:15-16:45	<b>Courses Presentations</b>	All partners
Each partner gave a brief presentation of the current state of their developed modules. Discussion on the type of each partner's courses (PDF, PowerPoint, video, etc.) and on how it can be uploaded on the LMS platform.		
16:45-16:55	<b>Overall Discussion &amp; Risk Assessment</b> Open discussion on project progress. Identification of potential risks and develop mitigation strategies. <b>Next Phase Planning</b> Refine project plan and timelines for the next phase. Identify resource needs and potential dependencies.	Universitatea Tehnica Cluj-Napoca, All partners
Identification of potential risks on the current mid-term reporting and proposal of solutions to problems that may arise. EUROCY shared a meeting evaluation survey at: <a href="https://public.eurocyinnovations.com/surveys/callme_project_larnaca_post_meet_submit">https://public.eurocyinnovations.com/surveys/callme_project_larnaca_post_meet_submit</a> and partners have been asked to complete it immediately after the meeting.		
16:55-17:00	<b>Wrap-up &amp; Closing Remarks</b> Summary of next steps, deadlines, and ownership of tasks. Open discussion for final questions or discussion.	All partners
Summary of the items discussed during the two days by the coordinator. Conclusion by the host and closing of the 2 <sup>nd</sup> day of the meeting.		
17:00	<b>End of 2nd day of TPM meeting</b>	

Day 3, 01.05.2024

Work on Mid-term report – face to face meetings between partners.

Day 4, 02.05.2024

# CALLME



Work on Mid-term report – face to face meetings between partners.