



**EDIPUS: European Digital Portfolio for  
University Students**

**EDIPUS**  
Meeting 1  
11-12 December 2015, Nicosia, Cyprus

Version date: 20 November 2015

# Agenda

Emergency Contact number for Gregory Makrides: +357 99641843

We will send information about transport from Larnaca International Airport to the Altius Hotel, Nicosia

Accommodation: Altius Hotel, Nicosia, Cyprus

Date and Time	Action	Presenter -Comments
<b>Thursday 10 December 2015</b>		
All day	Arrivals at Altius Hotel, Nicosia Transfer information from the airport will be communicated.	
19:00-20.00 20:00	Meeting at Hotel reception Dinner near the hotel or at the hotel	Partnership – meeting each other All together
Date and Time	Action	Presenter-Comments
<b>Friday 11 December 2015</b> (meeting place: Room 140, 1 <sup>st</sup> Floor, University Campus, A. Leventis House, University of Cyprus)		
8.20 Transfer to the University of Cyprus Campus by shared taxi or private cars (to be arranged by the local host)		
9.00-10.00	Introduction by each partner institution (about 4 min each) (who you are, what do you offer, location, size, why you joined the project?) <b>Task for all: Prepare a short PPP of your institution/organization</b> P1 EAEC, CY (Gregory Makrides, Elpida Christou, Emma Zeniou, Thanasis Tryfonos, Loizos Hadjiantonis) P2 Instituto Superior de Engenharia do Porto, ISEP , PT(Nuno Escudeiro) P3 Enoros Consulting, CY (Konstantinos Kloudas, Maria-Thalia Christou) P4 University of Piraeus Research Centre, GR (Christina Kontogoulidou, Fotini Asderaki) P5 Unimed, IT (Carmen Torres) P6 ESN, BE (meeting in Brussels on 16 December) P7 University of Vienna, AT (David Zuser) P8 Eurocrea Merchant, IT (Antonella Tozzi) P9 Fundacion Universidad Empresa Murcia, ES (Carlos Belmonte)	Each presentation will be done by one representative from the partner organization.
10:00-13.00	<b>Presentation by the coordinator of the project work plan, management</b>	

	<b>logistics and budget issues, timeline, requirement, clarifications...</b>	
11:30-12:00	Coffee Break (bring sweets from home)	
	... continued with questions from the partner participants	
13.00-14.30	LUNCH break at the University	All
14.30-17.30	<b>Discuss :</b> <b>Outputs Plan of Action</b> <b>(presentation of plan by each Output leader, O1,O2,O3,O4),</b> <b>time tables, activities, related budget,</b> <b>Discussion</b> <b>Planning the work for Saturday</b>	All Output 1: P2 - ISP, Porto, Portugal Output 2: P1 - EAEC Output 3: P1- EAEC/ P9-FUEM Output 4: P3 - ENOROS Output 5: P4 – UoP (will be presented in meeting 2)
16.00	Coffee break	
17.30	Transfer to the hotel	
21.00	Dinner at a Cypriot tavern (transfers will be arranged)	

<b>Date and Time</b>	<b>Action</b>	<b>Presenter-Comments</b>
<b>Saturday 12 December 2015</b> (Meeting place : Hotel Altius, room tba)		
9.30-10.00	Finalization of the O1 survey questions	All partners involved, O1 Leader
10.00 – 13.00	<b>Quality assurance statement</b> <b>Contingency plan</b> <b>Indicators and monitoring</b> <b>Dissemination plan,</b> <b>Promotion activities and tools (newsletter etc)</b>	
11:00	Coffee during work	
13.00-14.30	LUNCH break	At hotel
14.30-16.00	Planning meeting 2 Evaluation Other matters	
21.00	Dinner at a Traditional Music Tavern	All

<b>Date and Time</b>	<b>Action</b>	<b>Presenter-Comments</b>
<b>Sunday 25 November 2015</b>		
<b>Departures</b>		

**P.S. OPTIONAL: bring any traditional sweets for the meeting market place**

## EDIPUS TIME-LINE

	MONTHS	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18	M19	M20	M21	M22	M23	M24
<b>Project activity*</b>																									
<b>A1: Project Management</b>																									
<b>A2: Quality Assurance and project Evaluation</b>																									
<b>A3: Dissemination of project results</b>																									
<b>A4: Follow up/ exploitation</b>																									
<b>O1: Needs Analysis Report for the Digital Portfolio and Portal</b>																									
<b>O1/A1: Analysis of the structure and technical specifications of the Digital Portfolio Portal</b>																									
<b>O1/A2: Survey and Needs Analysis on the needs of university students, career officers and employers</b>																									
<b>O2: Digital Portfolio Portal (DPP)</b>																									
<b>O2/A1: Development of</b>																									





