



## AGENDA

### ARIS 5<sup>th</sup> Project Meeting – **Virtual**

Friday 17 September 2021

Google Meet Link: <https://meet.google.com/mfq-zvyg-shj>

**FRIDAY 17 SEPTEMBER 2021 | 10:00 – 14:00 CET**

Time / Duration	Topic	Who
10:00 – 10:10	<b>OPENING OF THE MEETING</b> – <i>Official welcome, presentation of the meeting's agenda</i>	<b>BT</b>
10:10 – 10:30	<b>PMI: REPORTING &amp; FINANCIAL MANAGEMENT</b> – <i>Submission of the 2<sup>nd</sup> interim report</i> – <i>Status of the 3<sup>rd</sup> pre-financing payment</i> – <i>Final report: Process requirements</i>	<b>BT</b>
10:30 – 10:50	<b>PMI: PROJECT WORK-PLAN REVIEW</b> – <i>Recap and overview of activities implemented up to now</i> – <i>Presentation of main tasks per partner with a focus on the 6<sup>th</sup> semester</i>	<b>EXELIA</b>
10:50 – 11:20	<b>O3-T1: PREPARATION AND DEPLOYMENT OF ARIS VOOC INFRASTRUCTURES</b> – <i>Presentation of the online course</i> – <i>Discussion of results</i>	<b>EXELIA</b>
11:20 – 11:40	<b>O3-T3: PILOT RUN AND FINE-TUNING THE ARIS VOOC</b> – <i>Process requirements, work-plan</i> – <i>Discussion and exchange of ideas</i>	<b>BT</b>
11:40 – 12:00	<b>O4-T1: STATEMENT OF SUPPORT FOR THE RECOGNITION OF ARIS LEARNING OUTCOMES</b> – <i>Presentation of the Statement of Support</i> – <i>Circulation and endorsement (signatures gathering)</i>	<b>LIKS</b>
12:00 – 12:20	<b>SHORT BREAK</b>	
12:20 – 12:40	<b>O4-T2: ARTIFICIAL INTELLIGENCE SKILLS CERTIFICATE SUPPLEMENT</b> – <i>Indicative structure/layout</i> – <i>Discussion and exchange of ideas</i>	<b>EXELIA</b>



Time / Duration	Topic	Who
12:40 – 13:00	<b>O4-T3: POSITION PAPER TO SUPPORT THE MAINSTREAMING OF AI SKILLS REQUIREMENTS</b> <ul style="list-style-type: none"><li>– <i>Indicative structure/layout</i></li><li>– <i>Discussion and exchange of ideas</i></li></ul>	<b>LIKS</b>
13:00 – 13:25	<b>E1-E5: MULTIPLIER EVENTS</b> <ul style="list-style-type: none"><li>– <i>Scope and aims</i></li><li>– <i>Organizational issues</i></li><li>– <i>Funding provisions</i></li><li>– <i>Discussion and exchange of ideas</i></li></ul>	<b>EXELIA</b>
13:25 – 13:50	<b>PMI: DISSEMINATION AND EXPLOITATION ACTIVITIES</b> <ul style="list-style-type: none"><li>– <i>Recap &amp; overview of dissemination activities implemented up to now</i></li><li>– <i>Results / impact achieved</i></li><li>– <i>Presentation of dissemination tasks per partner with a focus on the 6<sup>th</sup> semester</i></li></ul>	<b>LIKS</b>
13:50 – 14:00	<b>ANY OTHER BUSINESS &amp; CLOSURE OF THE MEETING</b>	<b>ALL</b>

\* **EVALUATION:** The online evaluation form for the meeting will be sent to participants right after its conclusion via email



## TEST SESSION AND INSTRUCTIONS ON HOW TO USE “GOOGLE MEET”

It is highly recommended to run a **test session** – about a week before the meeting – to get familiar with the platform and assure that your equipment (microphone, speakers, camera) works properly as well as your “presentation” files are running smoothly. This will help address technical issues well before the meeting, and thus avoid unnecessary delays and troubleshooting on the meeting day.

### To test your equipment

- Go to [meet.google.com](https://meet.google.com)
- Click the gear icon (settings) in the upper right corner
- Choose “audio” to test you microphone device and speakers.
  - If your microphone is working, when you speak, the bars next to the “microphone” icon will be moving.
  - To test your speakers, click “Test”.
- Choose “video” to test your camera. If your camera is working, to the right of Video, you’ll see your video feed.

### To run a test session

- Go to [meet.google.com](https://meet.google.com)
- Click “**Start new meeting**”
- Choose the Google account you want to use, and click “**Join meeting**”
- Now, you will need to add at least one a colleague to perform the testing. To add someone, **copy the meeting link URL** and send it to the person.
- Your colleague needs now to click the meeting link and follow the onscreen prompts to join the meeting.
- Make sure that everything works fine.

### To make a presentation during a meeting

1. In the bottom-right corner, select “**Present now**”
2. Select “**A Window**” – You need to have your file already opened in a window in your personal desktop/laptop
3. Select “**Share**”
4. To stop presenting,
  - a. in the Meet window, click “Stop Presenting” or I
  - b. In the bottom-right corner, you can also click “You are presenting” and then “**Stop presenting**”

### To join the video call on the meeting day

- Click the following meeting link: <https://meet.google.com/mfq-zvyg-shj>
- Follow the onscreen prompts to join the meeting.
- An existing participant might need to approve you, to join the meeting.

To prevent background noises and facilitate discussion, it is recommended to have our microphones muted when not active. To turn on and off your microphone, click “CTRL+D” or click the “microphone” icon and mute/unmute.