



Project started and handbook released

Milestone M2

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0.1	26-10-2022	Stefan Jetschny	First Draft action, sent to consortium	
0.2	30-10-2022	Kathi Schleidt	Review, some edits and suggestion	
1.0	31-10-2022	Stefan Jetschny	Submission version	



Abstract

This report provides a brief overview of the M2 milestone “Project started and handbook released “. It lists the deliverables documenting and proving the milestone and described further activities contributing to the successful M2 passing.



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1. Introduction

Documenting a successful project start is arguably not trivial, but project routines, agreements, toolkits, platforms and documents can help set the scene. During open, honest and respectful discussions and meetings, the project framework is brought to life, and can contribute to a successful project start. From the coordinator perspective, we believe that a well-functioning consortium has been established, a thorough project proposal reflection has been conducted and despite the summer break right after the formal project start, all work package activities proceed as planned.

Two large consortium meetings boosted the team building and common understand of how the consortium functions, and how work is distributed and managed. Regular meetings of work package and use case responsible partners engage with the follow up of consortium work and identify demand for discussion and agreement as early as possible. Well established working and documentation routines support all these activities.

2. Formal deliverables contributing to M2

As a formal measure to validate the achievement of the M2 milestone, several deliverables were formulated and documented (see Table 1).

Description	Lead Beneficiary	Type	Dissemination Level	Due Date
D6.1 Internal project platform this deliverable is related to WP Disseminate Task 6.1 Communication and dissemination	WER	DEC	PU	2022-07-31
D1.5 Project handbook	NIL	R	SEN	2022-09-30
D6.3 Internet website this deliverable is related to WP Disseminate Task 6.1 Communication and dissemination	WER	DEC	PU	2022-09-30

Table 1 : Formal deliverables contributing to M2



The **deliverable D6.1** and the respective report provided a snapshot of the FAIRiCUBE internal project platform. Basic file storage and sharing functionality, user management and communication channels across the project and within the work-packages (WPs) are available and are in productive use. Additional Teams applications like a TaskPlanner and the OneNote project handbook provide added value for collaboration within the project, additional applications are being evaluated for use. The main advantage of the chosen platform provider was the wide accessibility and acceptance of MS Teams, as well as the tight integration of functionality, making all documents, tasks and documentation easily available for all project members.

The **deliverable D1.5** and the respective report provided a snapshot of the FAIRiCUBE OneNote Notebook hosted on TEAMS. Appended to the report introduction was the state of the FAIRiCUBE notebook on Friday, 30.09.2022.

The **deliverable D6.3** and the respective report provided a snapshot of the FAIRiCUBE website fairicube.eu. The report document reflected the state of the FAIRiCUBE website on Friday, 30.09.2022.

Despite the static nature of the deliverable report, all items are indeed living tools, platforms and documents, that are constantly evolving and being updated, which in itself also document project progress and well-functioning collaboration.

3. Further activities

Despite the power of video conference technology to provide easy, instant and stable communication options bridging locations, meetings in person are of great value in establishing working relationships and allow for fruitful discussions and agreement. Dedicated time during such meetings and a direct as well as flexible communication structure that can be adapted on demand are a superior advantage as well. Both of the first two large consortiums meetings were held in such format, leading to an ever better integrated project team.

3.1. Project kick-off in Kjeller, Norway

The FAIRiCUBE project kick-off meeting was held 31.06. – 01.07. 2022 in Kjeller, Norway. Meeting place was the coordinator institution NILU. The meeting started with a get together and a short walk through the nearby city of Lillestrøm as an ice breaker event followed by a group dinner.

The actual meeting date was Friday, July 7th 2022, where all partners were formally introduced to each other. It was the first time that some project partners saw each other outside of a video-conference call. The main purpose of the meeting was to review the project proposal and work package structure as well as the use cases, with an additional focus on the initial organization of working routines and tools.



Figure 1 : Official project kick-off at NILU, Kjeller

3.2. Technical kick-off in Vienna, Austria

About three months after the official kick-off meeting in Norway, a technical kick-off meeting was held in Vienna, Austria, on the 13th and 14th of October 2022. After the summer break of all partners, we wanted to bridge the gap of what has been reviewed and formulated in the proposal and the first steps towards executing the agreed tasks. Focus was to update the use cases with concrete research questions, data sources and first data analysis strategies. All use cases should approach the same level of readiness to start detailing their analysis approaches and ingesting the data sources to answer the research question posed by their use case.

The partners providing the data handling platforms presented their respective approaches and modalities and gave valuable insights into the technicalities of the data ingestion. Further work routines were established and the documentation of data inventory, data requests and metadata handling were agreed. The social aspect of the meeting was addressed during regular breaks and the consortium dinner on Thursday, 13.10.2022.



Figure 2 : Technical project kick-off at National Historic Museum, Vienna