



## Minutes of the NOAH GENERAL ASSEMBLY held in Parma, 16-17 June 2016



The General Assembly started on June 16, 2016, h. 9.30, at S. Elisabetta Congress Center, University of Parma, Parma, Italy.

The following partners were present:

UNIPR	Paolo Ciampolini, Ilaria De Munari, Guido Matrella, Valentina Bianchi, Ferdinando Grossi, Agostino Losardo, Niccolò Mora, Claudio Guerra
AICOD	Alessandro Riccomini
PROGES	Lorenzo Lasagna
UNITBV	Sorin-Aurel Moraru
VSRO	Dominic Mircea Kristaly, Darius Albert Rimbu
FHJ	Walter Scheitz
ALAG	Alwin Günzberg
TRIAS	Edward Vleminckx, Tom Reynders, Kelly Veheyen (LiCaLab), Els Maes (LiCaLab)

Part of the meeting was also attended from remote by Marc Mertens (TRIAS/MobiLab).

The meeting starts in due time and proceeds according to the enclosed agenda.

After a brief welcome address from the Vice Rector of Parma University (Prof. Furio Brighenti) and the Director of the Department of Information Engineering at UNIPR (Prof. Stefano Selleri), a few practical information is given. Then, P. Ciampolini recapitulates the project main concepts and commitments.

Then all partners, in turn, introduce themselves, illustrating their main competences and experiences related to the NOAH topic.

After the lunch break, I. De Munari discusses the formal framework of AAL-JP projects, illustrating main duties of the partnership and related schedule. TRIAS informs the partnership that the Flemish National Agency (IWT), even though having already verbally agreed on TRIAS participation, has not signed the actual agreement yet. I.e., TRIAS participation is still formally subject to such a fulfillment. TRIAS reassures the partnership about their interest in the Project and will to proceed; the consortium expresses its full availability to consider formal amendments needed to match IWT requirements (if any). Also, Italian partners inform the Consortium that their National Agency (MIUR) too has not signed the agreement yet.

Then, Workpackages are individually discussed, in order to share a common understanding of related activities and to start drawing a more detailed activity plan. Concerning WP5 (**Management and dissemination**) it is reminded that some early deliverables regard the **Project website** and documentation (brochures, etc.) are due soon. It is agreed that the website will serve the purpose of institutional project website, and that a different website/documentation set will be possibly developed within the marketing strategy design activities. AICOD will care about the website implementation, with TRIAS creative support. A **project logo** will be drafted and proposed to the partnership, along with the overall project documentation templates. A **collaborative work platform** will be adopted: AICOD proposed to exploit the Cytrix Podio environment. The consortium agreed on testing such a platform: AICOD will set up the NOAH space and will provide all partners with access information. Also, the need of properly citing AAL-JP in all dissemination activity is underlined.



Then, S. Moraru provided all partners with an overview of the WP1 (**Technology background**) organization, with particular emphasis on IOT approach, cloud communication and related issues. In particular, UNITBV is available to host NOAH cloud services on its computing facilities at the GENIUS (Green, Energy Independent University) Campus in Brasov.

The discussion proceeds with TRIAS group illustrating WP3 (**Validation**) program, also discussing pilot implementation strategy. TRIAS/LiCaLab will bring to the consortium its expertise in managing co-creation procedures and is available for “alpha” testing NOAH product in its lab environment.

Later, L. Lasagna discuss main aspects concerning WP2 (**People-centric service design**), starting from actual needs recognition to more precise focusing of user profiles.

Finally, W. Scheitz discusses main aspects of WP4 (**Roadmap to Market**). Concepts behind business modeling and planning are illustrated, and dedicated tools are mentioned. The need of partnership contribution is highlighted, as well as the inherent need of dealing with different schemes and regulations across Europe.

The meeting closes at 18.00.



The day after, the meeting starts again at 9.00, with same partners present and TRIAS/MobiLab connected from remote. First, UNIPR group provides an **overview of the available technology** components, discussing environmental and wearable sensors, sensor networking and supervising, interfacing, cloud management and behavioral analysis aspects. It is recalled that UNIPR technology can be assumed as a starting point, but the system will be possibly open to further, third-party additions. Also, further “custom” functions might have to be developed, depending on the user-participated design outcomes.

Then, PROGES conducts the “**Workshop: focus on users and services**”, facilitating discussion among all Partners about users involvement. Main statements emerged from such a preliminary discussion include:

- The need of clearly focusing the user target, well before starting pilots;
- The need of flexible, dynamic approaches, suitable for adapting to evolving needs
- The service vision inherently involving both primary and secondary end-users: making their connection more effective and continuous is among primary NOAH goals.
- Diversity (technology skill, service framework, national rules) is an issue; it is considered the need of keeping the pilot population spectrum relatively homogeneous, in order to allow for actual demonstrability of NOAH features over a consistent enough user sample.
- It is recommended to identify soon a simple, “light” service package, possibly suitable for further add-ons, onto which both the user studies and the marketing design should be based.

Finally, some conclusions are drawn and next steps are planned. Based on the previous discussions, it is considered to aggregate partners in smaller topical workgroups, in order to allow some degree of parallelism in future work. A tentative partition into subgroups follows:

- **Technical subgroup**: dealing with all hardware/software/application developments, and including UNITBV, VSRO, AICOD, TRIAS/MobiLab, UNIPR.
- **User/services subgroup**: connecting to the user and stakeholders, and managing the user-centered processes. Involving mainly PROGES, TRIAS, UNITBV.
- **Market subgroup**: dealing with business planning and marketing strategy design. Involving FHJ, ALAG, AICOD, PROGES.

It is intended that such grouping just aims at facilitating the workplan: **each partner is of course entitled to participate in any subgroup** he is interested in, and all relevant information (e.g., subgroup meeting dates, working documents, etc.) **will be shared among the whole partnership**.

Main task of each subgroup is now to organize the work roadmap, by:

- Deriving from the coarse description in the proposal a more complete and articulated **workplan**, identifying activities and involved/responsible partners;
- Proposing a **time schedule**, consistent with the proposal Gantt and planning dependencies among different activities
- Identifying main **interaction points** with other WPs and subgroups.

It is agreed that each workgroup will produce a first **summary document by July 31**.

Finally, next meetings are planned:

- **September 16, h. 15.00 (CET)**: teleconference meeting (Management Committee Meeting; all partners are asked to participate).
- **January 26-27, 2017 Brasov**: UNITBV and VSRO will host the second General Assembly.

After a short visit to UNIPR labs, the meeting ends at 13.00.

*All of the meeting material (files, slides) is available for download at the dropbox shared folder:  
[https://www.dropbox.com/sh/2e51o2zh7hysarl/AABTjf-lhwz2lg\\_dDvF1iUCea?dl=0](https://www.dropbox.com/sh/2e51o2zh7hysarl/AABTjf-lhwz2lg_dDvF1iUCea?dl=0)*

# AGENDA

<b>Thursday, June 16, 2016</b>	9.00	<i>Arrival</i>	
	9.15	Welcome <i>Prof. F. Brighenti - Vice-Rector for Research, UNIPR</i> <i>Prof. S. Selleri – Director of Information Engineering Dept., UNIPR</i>	
	9.30	Meeting logistics and practical info	UNIPR
	9.45	The NOAH project	UNIPR
	10.45	<i>Break</i>	
	11.00	UNIPR	<b>Get Together session:</b> <i>each partner is given 15 minutes to introduce its profile, technical skills, participating people, previous experiences, etc.</i>
	11.15	AICOD	
	11.30	PROGES	
	11.45	UNITBV	
	12.00	VSRO	
	12.15	FHJ	
	12.30	ALAG	
	12.45	TRIAS	
	13.00	<i>Lunch</i>	
	14.15	Work plan, management, organization and tools	UNIPR
	14.30	WP5:Management and dissemination	UNIPR
	15.00	WP1:Technology background	UNITBV
	15.30	<i>Break</i>	
	15.45	WP2:People-centric service design	PROGES
	16.15	WP3:Validation	TRIAS
16.45	WP4:Roadmap to market	FHJ	
17.15	<i>Closing</i>		
20.00	<i>Dinner in Parma</i>		

<b>Friday, June 18, 2016</b>	9.00	<i>Arrival</i>	
	9.15	Technology overview	UNIPR
	10.30	<i>Break</i>	
	10.45	Workshop: focus on users and services	PROGES
	12.15	Wrap-up	UNIPR
	12.30	UniPR lab tour & demo	UNIPR
	13.00	<i>Closing and lunch</i>	