

2019-01-10 Year Opening

Date

10 Jan 2019

Attendees

- [Annica Moore](#)[Kiira Noponen](#) [Outi Kivipelto](#) [marcus caselius](#) [Riku Hanhinen](#)

Goals

- Set key goals, priorities for the spring
- Discuss ways of working to attain goals

Discussion items

Time	Item	Who	Notes
	Opening	Annica	How much each person can use time: ▪ Kiira WP2/WP5 50 % ▪ Outi WP3 60 % ▪ Topias WP4 50 % 2.2.-> ▪ Riku 0-20 % ▪ Marcus to be specified
30 min	Priorities and goals for 01-06 /2019 ▪ timelines and personal goals	All	Early next week meeting w marcus caselius and Outi Kivipelto to define division of labour User testing w Ohjaamo once per month while WP3 + julkiset nettidemot Piloting starting in April Prototype to be piloted -> May
30 min	Ways of Working together ▪ weekly meetings ▪ status reports	All	▪ Monday project weekly meetings ▪ Thursday weekly meeting 9 am, 30 min - 45 min ▪ Updates when away ▪ aikajanaseuranta Internal communication: ▪ slack ▪ Internal WP3 weekly checkpoint Mondays 13.00, starting next week , going through what needs to happen next and before May 2019 ▪ Public Demos every 2 weeks

Action items

- ☐ [marcus caselius](#) [Outi Kivipelto](#) sending own priorities/preferences via email **11 Jan 2019**
- ☐ [Riku Hanhinen](#) to brief Topias on Piloting and to plan piloting stages **04 Feb 2019**
- ☐ [Annica Moore](#) book weekly meetings **11 Jan 2019**
- ☐