



INHABITAT

MSc on Smart Urban Sustainability

Erasmus+ Programme: Knowledge Alliances

*PROPOSAL 101108631-INHABITAT-ERASMUS-EDU-
2022-PI-ALL-INNO*

Meeting Minutes

January 25th-26th, 2024

Thessaloniki, Greece



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1. INHABITAT KICKOFF MEETING AGENDA

Meeting Place: “Teleconference” room, Building of Vehicles, Alexander University Campus, International Hellenic University, Sindos, Thessaloniki, Greece

Meeting Date: January 25th-26th, 2024

Contact Persons: Theodoros Kosmanis (kosmanis@vt.teithe.gr),
Dimitrios Tziourtzioumis (dtziour@ihu.gr),
Filliana Anagnostaki (filliana.anagnostaki@gmail.com)

1.1. DAY 1 – THURSDAY, JANUARY 25TH, 2024

Morning Session

- 10:00 Attendees arrival
- 10:15 Welcome
- 10:30 General project overview
- 11:00 WP description
(Analytical description of each WP, the role in the project, partner roles, deliverables, milestones, progress monitoring)
- 13:00 Lunch break (lunch at Alexander University Campus restaurant)

Afternoon Session

- 14:30 WP description (continuation)
(Analytical description of each WP, the role in the project, partner roles, deliverables, milestones, progress monitoring)
- 16:00 Project Dissemination Procedure
(Website, Social media, Press Releases, Newsletters, Partner obligations and proposed activities)
- 17:00 End of day 1 sessions
- 20:00 Dinner

1.2. DAY 2 – FRIDAY, JANUARY 26TH, 2024

Morning Session

- 10:00 Attendees arrival
- 10:15 MSc establishment procedures discussion
(student target group, curriculum, course development procedures, MSc launch procedures)
- 13:00 Lunch break (lunch at Sindos University Campus restaurant)

Afternoon Session

- 14:30 MSc establishment procedures discussion (continuation)
(student target group, curriculum, course development procedures, MSc launch procedures)
- 15:30 Project administrative issues
(progress monitoring, eligible expenses, travel and implementation costs, justification, documents)
- 17:00 Meeting conclusions
- 17:00 End of day 2 sessions

1.3. MEETING ATTENDEES

No	Name	Partner	Country
1	Abkar Ali	Rein-Waal Hochschule	GERMANY
2	Alonso Soto Alexandra Maria	Kaunas Technical University	LITHUANIA
3	Anagnostaki Filliana	International Hellenic University	GREECE
4	Azzellino Arianna *	Politecnico di Milano	ITALY
5	Baziotis Nektar	Evolutionary Archetypes	SPAIN
6	Ērkšis Ralfs	Ventspils Technikums	LATVIA
7	Faschinger-Sanborn Jana	ECQA	AUSTRIA
8	Goleva Rossitsa	ICB	BULGARIA
9	Haberl Christiane	Evolutionary Archetypes	GREECE
10	Katranas George	Cerca Trova	BULGARIA
11	Kosmanis Theodoros	International Hellenic University	GREECE
12	Minos George		
13	Morfino Luka*	EFESTO	France
14	Pedrini Ramon*	Politecnico di Milano	ITALY
15	Petkevicienė Jurate*	Kaunas Technical University	LITHUANIA

16	Pozzi Sara*	HOLONIX	ITALY
17	Sona Giovanna*	Politecnico di Milano	ITALY
18	Sonntag Jan	Rein-Waal Hochschule	GERMANY
19	Stasiškienė Žaneta*	Kaunas Technical University	LITHUANIA
20	Stiķe Kristīne	Ventspils Tehnikums	LATVIA
21	Tamburini Francesco *	EFESTO	FRANCE
22	Tsagaris Apostolos	International Hellenic University	GREECE
23	Tziourtzioumis Dimitrios	International Hellenic University	GREECE
24	Varzaru Gaudentiu *	SYSWIN	ROMANIA
25	Waltraud Kofer	Rein-Waal Hochschule	GERMANY

* They participated via Zoom.

2. MEETING MINUTES

The meeting started on the 25th of January 2024, at 10:00 (EET), at the Teleconference room of Alexander University Campus of the International Hellenic University, located in Thessaloniki, Greece. It ended on the 26th of January, at 17:00 (EET). The meeting was divided into four (4) sessions, two per day.

Attendance sheets were signed for both days by the physically participants while electronic attendance lists were produced by the zoom platform. They are all attached to this file.

2.1. DAY 1 – MORNING SESSION

In the morning session of Thursday, January 25th, the meeting started with two short opening speeches by the vice Rector of IHU, Prof. Panagiotis Tzionas, and the President of the Department of Industrial Engineering and management, prof. Apostolos Tsagaris.

Right after, a short presentation of the INHABITAT project was given by the coordinator, Prof. Theodoros Kosmanis of IHU. The partners, the objectives, the content, the initial schedule, the deliverables and the overall budget were presented. The morning session was followed by a more detailed presentation of Work Packages (WP) 1 and 2 by Prof. Theodoros Kosmanis.

2.1.1. WP 1: PROJECT MANAGEMENT

During the presentation about WP1, the specific deliverables and milestones as well as the proposed project progress monitoring approaches were described. Specifically, it was agreed that:

- Five (5) general project meetings will take place during the project duration, three of which will be with physical presence in months M0 (kick-off), M18 (interim) and M36 (final) in Thessaloniki, Kleve and Ventspils respectively. The remaining two in M9 and M27 will take place online. For all, extensive meeting minutes will be required and appropriate attendance lists and photos or snapshots of the participants.
- Online monthly meetings will be held at the end of each month (or during the first days of the following) in order to discuss the progress of the project and better monitor short term outcomes. It will be the responsibility of the coordinator to organize them. For all, meeting minutes will be required and appropriate snapshots of the online participants.
- Short meetings of selected partners will take place whenever required, organized by the WP, Task leaders or among course developers. For all, short meeting minutes will be required and appropriate snapshots of the online participants.

A cloud folder will be created to host all material (educational, technical or administrative) that will be shared with all partners. Reaching M18, the folder will become shared with the EACEA for the interim project evaluation. Educational material and dissemination activities will be monitored by Key Performance Indicators (KPIs) according to the DoW. They will be described in a future monthly meeting and will be included in the Quality Assurance and Risk Management plan that will be developed in due time.

An Advisory Board, the members of which will be professionals from Industry, Organisations or Universities, will be formed. These people will be independent panel of experts not linked to any partners and will represent different areas relating to the project: ICT/IoT, e-Learning platforms, Urban Planning, government officials, sustainability industry etc. Their role will be to evaluate the outcomes of the project and provide advises for various issues. All partners have been asked to propose at least one person for the board until the forthcoming meeting to be held in the end of February, beginning of March. It has been proposed to offer benefits to the members of the Advisory Board, like invitation in local meetings or events, free participation to some conferences organized by the project partners etc.

Finally, a short description of the eligible for funding expenses was made. The distinguish of expenses into categories (Direct, Indirect Costs) and the analysis into Personnel and Non-Personnel Costs was made. Further discussion about the expenses and the requirements of the EACEA will be made after the online kick-off meeting of the 15th on February by the EACEA.

2.1.2. WP 2: COURSE REQUIREMENTS AND SPECIFICATIONS

A detailed description of WP2 was performed. The WP tasks (course requirements, experiment and demonstrator specifications, e-learning platform requirements) were described, together with their estimated schedule, milestones and deliverables. The

presentation was followed by discussion among the partners about the first steps at the beginning of the project to be set. Specifically, the following key points were briefly discussed:

- Project Curriculum
- Course/teaching topics/Large Scale Projects distribution
- Target group of students
- Theoretical and Experimental courses general requirements
- Development of the e-learning platform
- Post-graduate course deployment in general
- Task leaders

For all the aforementioned topics it was agreed that detailed discussion would take place during the second day of the kick-off meeting.

2.2. DAY 1 – AFTERNOON SESSION

In the afternoon session of Thursday, January 25th, the meeting continued with a detailed description of Work Packages (WP) 3-6 by Prof. Theodoros Kosmanis. During this presentation, the WP tasks (course lessons development, exercises and examinations, teaching material) were described, together with their estimated schedule, milestones and deliverables. The presentation was followed by detailed discussion among the partners. The session and first meeting day was concluded at 18:00, 1h later than initially expected due to the lengthy discussions.

2.2.1. WP 3: CURRICULUM DEVELOPMENT

A detailed description of WP2 was performed. It was pointed out that the specific WP is related to the development of the overall teaching material for theoretical lectures, i.e. course notes and exercises for the students (Task 3.1), teaching material and presentations (Task 3.2) and typical exam subjects (Task 3.3). The discussion was around the requirements for the teaching material in general. Issues about plagiarism, copyright of images and figures and document referencing were discussed. It was agreed a question about plagiarism and copyright issues and restrictions to be posed to the EACEA. Otherwise, the policy of international book editors like Springer, will be followed.

It was also pointed it out that all documents must include the project LOGO, the EU logo as dictated in the Grant Agreement (Article 17.2) and a disclaimer

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as dictated in the Grant Agreement (Article 17.3). Also, a granting authority should be referenced by means of the following document:

“© – [year] – [name of the copyright owner]. All rights reserved. Licensed to the [name of granting authority] under conditions.”

as mentioned in Grant Agreement (Article 17.3).

2.2.2. WP 4: LABORATORY APPARATUS DEVELOPMENT

Similarly to WP3, WP4 corresponds to the laboratory parts of the courses. The experiment design task, related to the development of the experiments to be materialized, the teaching software task, related to any software codes and outcomes required for the experiments of a course and, finally, the lab teaching material task, related to the required during teaching of the experiments, were all explained. The only additional issue with regards to what was discussed about WP3, was the equipment required for the experiments.

Additionally, the development of the e-learning platform was discussed in the frame of Task 4.4. Some indicative issues just mentioned and are to be re-discussed in the future have to do with the structure of the space for each course and the type of the platform, which will be MOODLE.

2.2.3. WP 5: COURSE DEPLOYMENT

WPs 2 to 4 are preparatory for the deployment of the actual post-graduate course. This is done in WP5. All five (5) tasks of the specific WP were analysed. For each of the tasks, the most important issues were recognized and recorded to be discussed during day 2 sessions. These are:

- **Task 5.1** (details of the demonstrator according to specifications of task 2.3)
- **Task 5.2** (When the courses to start and when to end, platform to be used for the online courses with access details, which courses per semester, how many teaching hours per course (lecture/lab), what the weekly schedule will be, full time participation or not, who will administer the process, the teaching material must be ready on time, will the students have to deliver dissertation together with large scale projects or NOT)
- **Task 5.3** (details of the e-learning platform according to specifications of task 2.4 and development of task 4.4)
- **Task 5.4** (When exactly they will take place, arrangement of travel details, teaching and training schedule must be arranged)

- **Task 5.5** (How many periods will take place per academic semester, when, online or with physical presence, details on the grading system, certificate, graduation document templates)

It was agreed that most of the issues mentioned about WP5 are quite early to be dealt with and more urgent decisions are of critical importance like the University that will enroll the students or the selection of target group and the course developers. The majority of the issues related to tasks 5.2 and 5.5 will be dealt with right after (in the forthcoming online meeting?).

The microcertification approach will be implemented in parallel with the actual course. It will be supervised by VVS with the aid of all the other partners. The following tables summarize the courses per certification subject. After a thorough discussion about it, it was agreed that the matter will be dealt with in a forthcoming meeting and after the completion of the Operation Plan (Task 2.5).

MS1	Sustainable Business (12 ECTS)
TS1.1	Environmental Policy & Planning
TS2.10	Eco-Innovation & Entrepreneurship
TS2.9	Business Administration

MS2	Internet of Things (24 ECTS)
TS1.2	Data Acquisition & Sensors
TS1.3	NI LabVIEW Training
TS1.5	Remote Sensing & Wireless Sensor Networks
TS1.8	IoT Platforms & Systems
TS2.5	Data processing & Blockchain
TS2.8	Augmented/Virtual Reality

MS3	Urban Sustainable Planning (20 ECTS)
TS1.4	Sustainable Networks and Supply Chains
TS1.7	Climate Change and the Built Environment
TS1.9	Sustainable Urban Planning
TS1.10	Sustainable Industrial Engineering
TS2.4	Geographic Information Systems

MS4	Green Systems (20 ECTS)
TS2.1	Recycling & e-Waste
TS2.2	Waste Water Treatment Systems

TS2.3	Smart Transport
TS2.6	Renewable Energy
TS2.7	Green Buildings

2.2.4. WP 6: EXPLOITATION AND DISSEMINATION

The discussion about WP6 involved all dissemination material and activities to be produced in the frame of the INHABITAT project. VVS will be the partner in charge of all these. The obligations of the consortium according to the approved DoW were initially presented. They are listed below together with the current status of each activity/medium:

- **Website:** launched (<https://www.inhabitatmsc.eu/>)
- **Social Media Accounts:** [LinkedIn](#), [X \(former Twitter\)](#), [Instagram](#), [Facebook](#), [Youtube](#) (launched)
- **Newsletters:** At least 1 per semester (6 in total)
- **Technical Publications:** At least 2 per year
- **Forums and Events:** Participation in at least 3 international thematic events
- **Demonstration Events:** At least 2 end-user demonstrations
- **Promotional Content:** 1 project brochure, 1 roll-up, posters, 1 EU-wide press release about the project, 1 article about the project of an industry related journal or magazine, 1 promotional video about the pilot results (at the end)

The dissemination material will be monitored every month and the results will be presented during the corresponding monthly meeting. The cloud workbook of the following link will list all the announcements and actions taken by all partners.

<https://onedrive.live.com/edit?id=AC6641123FD808BF!37749&resid=AC6641123FD808BF!37749&ithint=file%2cxlsx&authkey=!AFzc9kFSIfjkVRc&wdo=2&cid=ac6641123fd808bf>

2.3. DAY 2 – MORNING SESSION

In the morning session of Friday, January 26th, the meeting continued with detailed discussion on issues raised during the preceding day. The first part of the discussion concerned the University that will be responsible for providing the graduation title. Since Joint degrees are very difficult to be implemented by all Universities, priority was given to the procedures for the establishment of a post-graduate course by a single University. The two candidate Universities were the Politecnico di Milano (POLIMI) and the Kaunas Technical University (KTU).

For the first case, the time required for the establishment of a post-graduate course is estimated to 4-5 months. However, the internal procedures require the existence of a third party which, though, cannot be added to the consortium. Meeting with administrative

personnel of POLIMI during the week 29/01 – 02/02 was decided in order to further clarify the situation.

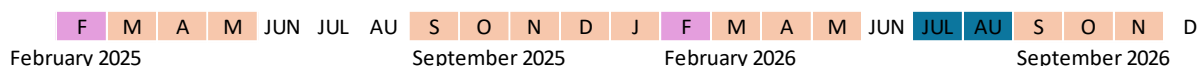
For the second case, the administrative procedures for the establishment of a post-graduate course are relatively easy. They are completely internal to the university matters. However, the time towards final establishment and announcement to the government gazetta is about 8-10 months. It was also decided to arrange meeting with administrative personnel of KTU during the week 05/02 – 09/02 in order to further clarify the situation.

After the two meetings, the final decision will be taken.

Totally connected with the University to provide the graduation title is the decision on when to start the courses and its general time schedule. According to the DoW, the schedule should be like the one of the following figure



where the two academic years are clearly depicted. However, it was recognized that following the aforementioned schedule would be practically impossible as the academic calendars of all Universities include at least 2 months of vacations during summertime for all curricula. The alternative proposed in order not to start the courses too early according to the project schedule, e.g. September or October 2024, and to definitely avoid completing the piloting version of the course after the end of the project is depicted in the following figure:



According to this schedule, the courses will initiate in February 2025. The first semester will end in May 2025 with exams in June 2025. The second and third semesters will cover the full academic year 2025-2026. During summer 2026, the industrial internship will take place. Finally, the fourth semester will start in the beginning of September 2026, e.g. 07/09/2026, and be completed at the end of November 2026, e.g. 27/11/2026 or 04/12/2026, including exam period. Of course, all decisions are subject to the rules of the University that will enroll the students and provide the graduation title. Since such a modification corresponds to modification of the project timetable, appropriate actions will be taken to officially change the activities' schedule (amendment).

Following the discussion on the timetable of the post-graduate course, the target group of students was decided. Therefore, the students to participate in the course will have to hold one of the following degrees:

- Level 2 Engineering diploma, i.e. integrated master one
- Computer Science degree
- Environmental science degree
- Physics degree

Student admission will take place in two stages, the first one will be filtering from the project consortium and the second one enrollment to the University providing the title. The consortium will ask for copies of the following requirements:

- Identity card or passport
- Degree and/or diploma documents (in English)
- Transcript of records (in English)
- Certificate B1.2 or equivalent of the English language
- CV (in English)
- Motivation letter and motivation video (in English)
- At least one recommendation letter following the template provided (in English)

The corresponding admission office of the University will have the right to ask for additional documents. Of course, all procedure will be in accordance to the GDPR laws on personal data.

2.4. DAY 2 – AFTERNOON SESSION

In the afternoon session of Friday, January 26th, the meeting continued with a detailed discussion on the courses and their leading authors and co-authors. For all courses there will be a leading author and the co-authors. The leading author will have the responsibility to synchronise the team of authors for the course. For most of the courses, the names of the authors were recorded except some cases which required further investigation. Table 1 includes all the courses and the corresponding author names.

It was, finally, decided to respect all initial deadlines and try as hard as possible be in line with them. The first deadline will be the 29th of February 2024 by which the syllabus of all courses must be delivered in at least a good draft version. The syllabus template will be sent to all partners in order to start working. Some initial guidelines are:

1. Start from the basics of the course
2. Proceed to more advanced topics of your subject but not too advanced
3. Try to keep a common goal towards the IoT applications of your topic (if there is such)

The coordinator will prepare a document with the goals and the specific objectives of the course in order to assist the course developers.

Next steps

1. Establishment of the Advisory Board
2. Next meeting to be held online at the end of February, beginning of March.
3. Start of the development of the course syllabus
4. Start of the preparation of the first newsletter and any possible dissemination actions.

Table 1. Course Titles and Developers

Code	Course title	Course Developers	Course Leader	Co-author	Co-author	Co-author
TS1.1	Sustainable Development Policy, Law & Economics	KTU	Zaneta/APIINI			
TS1.2	Data Acquisition and Sensors	IHU/HSRW/CT	Energy Systems Lab	To be defined	George Katranas	
TS1.3	NI LabVIEW Training	CT	George Katranas	Tegopoulos		
TS1.4	Sustainable Networks and Supply Chains	KTU	Zaneta/APIINI			
TS1.5	Remote Sensing and Wireless Sensor Networks	HSRW/IHU/POLIMI	Ali/Jan/Rolf	Iossifidis	Giovanna Sona	
TS1.6	Drone Systems	HSRW/IHU/ICB/POLIMI	Energy Systems Lab	Rolf/Harley	Rossitsa Goleva	Giovanna Sona
TS1.7	Climate Change and the Built Environment	KTU	Zaneta/APIINI			
TS1.8	IoT Platform and Systems	IHU/HSRW/ICB	Goleva	Tsagaris	Ali/Jan/Rolf	
TS1.9	Sustainable Urban Planning	KTU/POLIMI	Arianna	Zaneta/APIINI		
TS1.10	Sustainable Industrial Engineering	KTU/POLIMI	Mario Grosso/Lucia Rigamonti	Zaneta/APIINI		
TS1.11	Local Culture & Language	KTU	FHSA			
TS1.12	Intermediate Project	KTU/POLIMI				
TS2.1	Recycling & e-Waste	POLIMI	Mario Grosso/Lucia Rigamonti			Mario Grosso/Lucia Rigamonti
TS2.2	Waste Water Treatment Systems	KTU/POLIMI	Jolita/APIINI	Elena Sezenna		Jolita/APIINI
TS2.3	Smart Transport	IHU	Energy Systems Lab			Energy Systems Lab
TS2.4	Geodata Management Systems	HSRW/POLIMI	Rolf/Ali	Giovanna Sona?		Rolf/Ali
TS2.5	Data Processing and Blockchain	IHU	Georgoudas			Georgoudas
TS2.6	Renewable Energy	IHU	Energy Systems Lab			Energy Systems Lab
TS2.7	Green Buildings	KTU	Saf/APIINI			Saf/APIINI
TS2.8	Augmented/Virtual Reality	ICB/HSRW	Goleva	Jan		Goleva
TS2.9	Eco-Innovation and Entrepreneurship	ECQA	Michael Reiner	Jana Fasching-Sanborn	Andreas Riel	Michael Reiner
TS2.10	Business Administration	ECQA	Michael Reiner	Jana Fasching-Sanborn	Andreas Riel	Michael Reiner
TS2.11	Local Culture & Language	POLIMI	?			
TS2.12	Developing Tool Demonstrator	KTU/POLIMI				