



Communication in OPERAs

Jess Bryson

OPERAs Project Manager

Question:

How can we best interact within the project?

Meetings- Full OPERAs team

- It was agreed by the PMT that full OPERAs project meetings should occur every 9 months or so
- Offers to host?
- Final Conference – Month 58 (September 2017)

Meetings- Full OPERAs team

Meeting Number	Month in Project	Date	Venue
1	2	January 2013	Edinburgh
2	10	September 2013	(Doodle sent out)
3	17	April 2014	?
4	26	January 2015	?
5	34	September 2015	?
6	42	May 2016	?
7	50	January 2017	?

Meetings – Project Management Team (PMT)

- Short PMT meetings can take place at the same time as the full project meeting (by adding an extra ½ day to the 9 monthly meetings)
- Other PMT meetings can occur between these full meetings either face-to-face or by video-conference.

Meetings - WP

- Best to organise yourself within WP as to how best to work together (any best practice?)

Video conferencing

- Exploring and testing options
- Suggestions welcome

Website

- The Opera's website was alive from the 1st of December 2012 at the address <http://www.operas-project.eu/> .
- On the website it will exist an internal part accessible for consortium via a password where the people can share data/documents/information but it will not have the facility that people can work on a document at the same time. For that it exists Google Docs for example and there is no point to reproduce it on our site.

Project Wide Decisions

- Advisory Council
- Policy for meeting arrangements
- Quality assurance policy
- Sharing/working on documents

Emails

- Please put “OPERAs” in the subject title
- Be aware who sending email to (reply all)
- Mailing lists (full, WPs, etc)

OpenNESS Kick-Off

- Monday 11th until Wednesday 13th March