

Edinburgh Network Technologies Ltd. and University of Stirling

Prog. No. 4132 – Programme Launch Meeting (LMC 0)

The above meeting will take place at 3pm on Wed. 23rd October 2002 at edNet, Leith.

Expected Attendees:

Dr. A. Kurt-Elli
Mr. M. Kurt-Elli
Prof. E. H. Magill
Mr. A. J. Mitchell (or Dr. John Brain)
Prof. K. J. Turner

AGENDA

1. Welcome and apologies
2. Membership and chair of Local Management Committee
3. Clarify arrangements for secretary (academics)
4. Role of LMC
 - Identify Programme Facilitator & Lead Academic
 - Agree definition of quorate
5. Objectives and measurable target outcomes of the Programme Gantt chart
6. Pattern of future meetings
7. Financial control and invoicing arrangements
 - Commitment of funds
8. Associate recruitment and contract
9. TCS Programme Agreement – IPR, Confidentiality & early termination
 - Confidentiality conditions on Associate
10. Associate induction and appraisal
11. Associate training and development
 - Mini-project for Associate assignments
12. Project management arrangements
13. Supervisors' Workshops
14. AOCB
15. Date of next meeting