



**iSAS weekly meeting**

12th June 2024

Present : Achille Stocchi, Adèle de Valera

Absent : Jorgen D’Hondt

Notes:

Work packages leaders  
Adèle will send an e-mail to the WP leaders (with the coordination panel in cc) to introduce herself, and ask for feedback on the progress each WP could make since the kick-off meeting: how they set up their team & work plan, if they have any roadblock(s) so far (if the coordination panel or the advisory board can help with anything at this stage), where they're at concerning the milestones & deliverables  
  
Coordination panel  
Adèle will send an e-mail to the coordination panel to set up the next 2 meetings (1 before summer holidays, 1 for end of August / early September)  
Proposition of a regular timeslot the 1st Monday of each month from 10:30 to 12 am (for example)  
The next 2 meetings might have to be adjusted to get everyone, but can work quite well over time  
  
Advisory board  
Adèle will ask Dave (Ketel & Achille in cc): if the 4 external experts proposal to the governing board was sent, or should Adèle send it for approval (in order to set up the advisory board)?  
  
Governing board  
Adèle will ask Dave how he wishes to organise the governing board: how often to meet? Via zoom and/or during each annual iSAS meeting...? What kind of support does he need from the coordination panel, etc.  
  
iSAS repository  
24th June meeting at 4:30 pm (end of month M4 deadline): Achille will participate  
Adèle will invite the IJCLab IT department to propose the right contact person to go forward  
  
  
Joint side event at ICRI with GreenDIGIT in Australia  
Achille will get back to Jorgen when he'll have had some time to check the opportunity  
  
Next yearly project meeting  
Next spring, to be planned from September ideally, see which organisation would volunteer to host it  
Adèle will propose to add the item to the next coordination panel agenda for discussion