

Cultural Heritage Through Time (CHT²)

Project Kick-Off Meeting Agenda

When 25 January 2016, 9:00 am

Where Mechanical Engineering Dept., Politecnico di Milano
Building BL23 - Via La Masa, 1 – 20156, Milan (Italy)
Room “Aula Comunicante”; 1st floor

- 9:00 Welcome and CHT2 Introduction. Project overview, background, general goals. Presentation of project schedule and plan according to the accepted proposal. (Gabriele)
- 9:30 POLIMI partner presentation: background and expertise functional to the project. Confirmation or update of the case study indicated in the proposal, specifying the actual expected activity in detail (Gabriele)
- 9:45 NCL partner presentation: background and expertise functional to the project. Confirmation or update of the case study indicated in the proposal, specifying the actual expected activity in detail (Jon)
- 10:00 USAL partner presentation: background and expertise functional to the project. Confirmation or update of the case study indicated in the proposal, specifying the actual expected activity in detail (Diego)
- 10:15 SSSA partner presentation: background and expertise functional to the project. Confirmation or update of the case study indicated in the proposal, specifying the actual expected activity in detail (Beata)
- 10:30 Discussion about possible update/refinement of the project goals according to the expertise available (All)
- 11:00 Coffee Break
- 11:20 Introduction to the WP structure of the work plan (Gabriele)
- 11:30 WP2: Methodology definition – Identify specifications, needs and requirements of the Cultural Heritage community to understand the actual required levels of 4D model information; Determine the optimum material and technologies for the different Cultural Heritage scales; Develop methodologies for addressing new ways of improving 4D reconstruction of Cultural Heritage through low-cost 3D and semantic information capture techniques; spatial-temporal analysis and simulation processes in immersive virtual environments. (Diego)
- 11:50 WP3: Data collection & 4D model creation - Collect actual and historical data related to the landscape/city/building to reconstruct for the 4 case studies chosen. Merge such data according to the strategies developed in WP2 for generating 3D models of the selected asset at different times. (Gabriele)

- 12:10 WP4: 4D model publication - Analysis of methodologies for an innovative interaction environments suitable for 4D models; Analysis of existing tools for 4D models web publications; Identification of needs and requirements of created models in the context of web publications; Web sharing of created in the project 4D models. (Beata)
- 12:30 WP5: Dissemination and Exploitation - Maximise dissemination and exploitation of the project outcomes by raising awareness among Cultural Heritage associations, institutions, and industrial end-user communities; enhance the value of the project's results to relevant research, professional and business communities. (Jon)
- 12:50 Discussion about possible improvements/refinements of this WP structure (All)
- 13:15 Lunch
- 14:30 General timing issues according EU and local authorities; General reporting issues: annual EU report requested within Feb 1st; review of the version circulated before the meeting (to be completed). Local authority reports. (Gabriele)
- 14:50 General Discussion about the following issues:
- Project interdependencies (14:50)
 - Establish the Management Committee (voting), planning MC meeting schedule and modalities (15:00)
 - Establish the project management standards (15:10)
 - Establish project communication standards and how arrange reports reports about the status of advancement of each task (15:20)
 - Agree amongst project teams to the definition of 'completed' work (15:30)
 - Critical success factors (15:40)
 - Distribute contact list (15:50)
 - Risk identification, analysis, and management standards (16:00)
 - File locations & data exchange standards (16:10)
 - Metadata management (16:20)
- 16:30 Coffee Break
- 16:45 Meeting summary: i) to do list; ii) Define together an Issues list, if any; iii) next deadlines; iv) next meetings (Gabriele)
- 17:15 Questions and answer session (All)
- 18:00 End of meeting