

DeCAIR Kickoff Meeting Minutes

Date: Tuesday 19/1/2021

Time: 10:00 – 1:00

Platform: Zoom

Moderator: Ramzi Saifan

Attendees:

- Total of 33 participants
- The coordinator of each of the partners
- Representatives from each partners
- Lebanon's NEO representative
- Jordan's NEO representative

Main points:

- 1) The meeting material (including agenda, recording and presentations) are posted on a cloud folder with the address:
<https://drive.google.com/drive/folders/1OsxYSMWQ1VuuJvIl4vfiJzWtXRDigkDP>
- 2) The meeting started and finished on time
- 3) The attendees presented themselves
- 4) The general coordinator (Gheith Abandah) presented an overview of the project and this presentation was followed by short discussion and questions and answers period
- 5) The steering committee was formed out of the coordinator of each partner as follows:

No	Partner	Member
1	UJ	Gheith Abandah (chair)
2	JUST	Wafa Batayneh
3	TTU	Murad Alaqtash
4	LU	Clovis Francis
5	BAU	Soubhi Abou-Chahine
6	UNIFI	Lucia Pallottino
7	UNIGE	Francesco Masulli
8	UGR	Jorge Casillas
9	UST	Peter Eberhard
10	CTD	Dimos Papakonstantinou

- 6) It was agreed that the quality committee will be formulated offline.
- 7) It was agreed that the next steering committee meeting will be in the middle of February.