# Forest Information System for Europe (FISE)

# Initiation meeting

# DG ENV, EEA, JRC, EdW, Tracasa

Location: EEA, room 8.2.30

Timing: 24 April 2018, 10:00-16:00 CET

Participants:

* DG ENV: Peter Loffler
* EEA: Annemarie Bastrup-Birk, Christian Prosperini, Sebastien Petit, Martina Stoláriková, Andrus Meiner
* JRC: Peter Vogt, Bernd Eckhardt
* Tracasa: Josu Ramirez Mariezcurrena, Miguel Villafranca, Koldo Goñi Iza
* Eau de Web: Miruna Bădescu, Andreea Popescu, Tiberiu Ichim

Version: 1.1

## Meeting Objectives

* Ensure that everyone understands the project’s scope
* Clarify the expectations of all key project stakeholders
* Identify project risks
* Discuss the project plans and detail those for 2018

## Agenda

1. Tour de table
2. Presentation of the project’s goals by DG ENV
3. Review the Project Charter to understand the project scope:
	1. Discussion on the overall approach to the project
	2. Discussion on various deliverables, especially those that should get developed first
	3. Agreement on a provisional schedule for the deliverables
	4. Discuss risks, constraints and assumptions.
4. Describe and discuss the project roles and responsibilities
5. Discuss the project plans needed for the project
6. Discuss or present any project supporting tools: work standards and flows, Taskman
7. AOB