

COMET-PROJECT „SHORT TITLE“ REVIEW AGENDA (DRAFT)

DATE 00.00.202X
00:00 – 00:00 (CET)

LOCATION Online Meeting

TIME	TOPIC	SPEAKER
08:45	Joining the video conference	
09:00 ¹	Welcome Introduction of participants (5 min)	FFG, COMET-Project representatives
09:05	Progress in research programme Selected project results, success stories, answers to open questions (30 min)	COMET-Project representatives
09:35	Management issues fulfilment of ex-ante requirements & recommendations, SWOT analyses, target values, etc. (15 min)	project management
09:50	Discussion (50 min)	Review Team, COMET-Project representatives
10:40	Break (15 min)	
10:55	Closed Session (50 min)	Review Team
11:45	Feedback of the Review team (15 min)	Review Team, COMET-Project representatives
12:00	End of the meeting	

¹ Die Beginnzeit ist in Abstimmung mit dem Konsortium/Gutachtenden zu vereinbaren und abänderbar.