**Agenda MgSafe kick off meeting 6.-7. November 2018 in Hamburg**

Venue: The MADISON Hotel Hamburg

Tuesday 06.11.2018

12:30 – 12:35 TOP 1: Welcome

12:35 – 13:15 TOP 2: Introduction of the network partners: role of the partner in the network

13:15 – 14:30 TOP 3: General organisational issues:

• Financial Issues

• Management

• Supervisory Board

• Advisory Board

• Dissemination Board

15:00 – 16:30 TOP 4: Scientific issues:

• Materials: who needs what when, Exchange of materials

• General procedures (surgery, cell culture, surfaces, etc.)

16:30 – 18:00 TOP 5: Outreach activities:

• Dissemination

• Web Page Design

• Logo

• MgSafe general slides

Wednesday 07.11.2018

9:00 – 10:15 TOP 6: Data Management Plan

10:15 – 10:45 TOP 7: Meetings and training events

• Next Meeting: On Board Event: date; Workshop: Introduction to the network; Team building

• Organisation of Workshops

• First Training events

11:15 – 12:50 TOP 8: Recruitment

• Status Recruitment,

• Questions for speed interviews,

• Questions for interviews,

• On site visit

• Exchange of students

12:50 – 13:00 AOB