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| Project Title | Intel-QNLP | Job Number |
| Meeting Name and Number | Kick-Off Meeting 001 | File reference |
| Location | ICEHC, Grand Canal Dock | Time and Date  10:00 am 14th January 2019 |
| Purpose of meeting | Initial kick off meeting with project overview and execution plan | |
| Present | Venkatesh Kannan, ICHEC Lee James O'Riordan, ICHEC Myles Doyle, ICHEC (VC) Peter Woods, ICHEC Sufian Al Aswad, ICHEC | Brian Quinn, Intel Ireland  Jim Kenneally, Intel Ireland Fabio Baruffa, Intel Deutschland (VC) |
| Apologies |  | |
| Circulation | Those Present | |
| Presentation Slides | [https://git.ichec.ie/intel-qnlp/intel-qnlp/blob/master/Documents/Meetings/01\_14\_Jan\_2019\_kick\_off\_meeting/01\_14\_Jan\_2019\_KickOff.pdf](slides:%20%20-%20https://git.ichec.ie/intel-qnlp/intel-qnlp/blob/master/Documents/Meetings/01_14_Jan_2019_kick_off_meeting/01_14_Jan_2019_KickOff.pdf) | |

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|  | Action | Notes |
| **Introductions and kick off** | None |  |
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| **Governance and Oversight** |  |  |
| BQ proposed JK as Chairman of all meetings with PW as co-chair |  |  |
| PW to take minutes at all meetings and to be agreed with JK prior to circulation |  |  |
| All agreed Face to face meetings to take place every third Monday at 10am starting Feb 4th 2019, alternating locations between ICHEC and Intel. Calendar invites to be set up |  | Feb 4th meeting set up |
| Face to Face meeting between ICHEC and FB in Ireland to be explored | FB | FB to revert with Suitable dates |
| ICHEC technical staff to arrange visit to Intel Munich (and maybe TU Delft- Netherlands) | VK / LOR / MD | VK to revert with suitable dates |
| FB to be first contact for ICHEC for technical discussions with Intel (with JK cc’ed in communication); FB can connect to other Intel personnel as required, |  |  |
| ICHEC staffing levels: LOR and MD 100% / VK 20% / PW 10% |  |  |
| Advisory committee meetings to be arranged quarterly where Anne Matsuura will be invited. (Proposed first meeting mid-February) | JK | BQ to revert with possible dates in Feb |
| EI review meetings (6 months and end of project) to be added as milestones to the project plan | PW |  |
| Minutes of all meetings including any presentation decks will be added to github |  |  |
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| **Slides presented by VK**  [https://git.ichec.ie/intel-qnlp/intel-qnlp/blob/master/Documents/Meetings/01\_14\_Jan\_2019\_kick\_off\_meeting/01\_14\_Jan\_2019\_KickOff.pdf](slides:%20%20-%20https://git.ichec.ie/intel-qnlp/intel-qnlp/blob/master/Documents/Meetings/01_14_Jan_2019_kick_off_meeting/01_14_Jan_2019_KickOff.pdf) |  |  |
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| **3 Dissemination** |  |  |
| Press release to be completed by ICHEC and sent to Intel for confirmation. Will be an ICHEC press release with Intel support as opposed to an Intel press release | PW / VK |  |
| 2nd All Ireland Conference on Quantum Technologies at Maynooth University, 21-Jan-2019. VK to talk for 30. VK to provide slides for talk to Intel. | VK |  |
| EQTC2019. VK to send on details to JK and FB | VK | Completed |
| LRZ are presenting a qhipster tutorial session at ISC 2019, FB to propose ICHEC presenting a practical use-case based on their experience as part of this tutorial | FB |  |
| Booth presentation at ISC 2019 | ICHEC | June 2019 |
| Arrange for BTYS winner Adam Kelly to call to ICHEC. | PW |  |
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| **Publications** |  |  |
| Protocols for publishing of Papers and Press releases to be agreed between Pw and JK and reported back to group |  |  |
| Anything being released publicly to be signed off by both JK (Intel) and PW (ICHEC) before release |  |  |
| Dissemination should target quality publication channels |  |  |
| Publications should include   1. qualitative evaluation of the programmability on qHiPSTER, 2. quantitative evaluation of the algorithm implementation and deployment of qHiPSTER on Kay (and potentially other HPC systems that may be used during the project);   detailed evaluation methodology will be formulated for milestone M1.1. |  |  |
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| **Technical** |  |  |
| Evaluation and benchmarking of the implementation and qHiPSTER should take a global state-of-the-art perspective in quantum software development, and not be limited to the specific algorithm, or Ireland |  |  |
| Define the mapping strategy of the algorithms on qHiPSTER | VK / LOR |  |
| Target PRACE for access to larger systems when required for extensive evaluations |  |  |
| Git access to be restricted to only those involved in the project | VK | completed |
| Arrange access for FB to Kay | VK |  |
| Start T1.1 | MD (VK) |  |
| Start T1.2 | LOR ( VK) |  |