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| Project Title | Intel-QNLP | Job Number |
| Meeting Name and Number | All-Hands Meeting 001 | File reference |
| Location | IR2 Intel Ireland, Collinstown Industrial park, Collinstown, Leixlip, Co. | Time and Date  10:00 am 4th February 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 Peter Woods, ICHEC | Brian Quinn, Intel Ireland  Jim Kenneally, Intel Ireland Fabio Baruffa, Intel Deutschland (VC)  (intermittent connecton) |
| Apologies |  | |
| Circulation | Those Present | |
| Presentation Slides |  | |

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|  | Action | Notes |
| **Sign off of the minutes of the previous meetings action points** | None |  |
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| **Steering Committee Meeting** |  |  |
| SCM confirmed for Friday April 5th, 16:00 – 16:45  Attendance from Intel (Ann Matsuura, Astrid Elbe, Paresh Pattani, Christopher Dahnken) and those present at today’s meeting  Attendance from ICHEC (JC Desplat) and those present at today’s meeting |  |  |
| JK to confirm how much time (45 minutes in total) will be allocated to QNLP discussion |  |  |
| ICHEC to circulate agenda and slides | VK | April 1st |
| Venue TBC ( VC?) |  |  |
| **Quantum Technologies Flagship** |  |  |
| Second Call to come out Q3 of this year  Once text is released discussion on how best to apply will be undertaken. |  |  |
| EQTC 2019, Grenoble. ICHEC (LOR, VK) to meet Intel if they are present |  |  |
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| **ISC 2019** |  |  |
| Poster to be sent to JK for validation before submission | VK | February 4th |
| Possible ICHEC presence / presentation at Intel Booth |  |  |
| Ensure all communications are documented including photos |  |  |
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| **Press Release** |  |  |
| BQ to close off for circulation | BQ | February 8th |
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| **T1.1 Install qHipster** (Presentation by MD) |  |  |
| Follow up call to be arranged between MD and FB to discussions issues identified during install | MD |  |
| BigMPI issue to be resolved |  | Prior to Task 2.1 completion |
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| **T2.1 Mapping Algorithms** (Presentation by LOR) |  |  |
| Include best practices and example implementations in the documentation for user-defined 3 qubit gates to ensure optimal performance | LOR |  |
| JK suggested the production of a white paper to be placed on github as a boiler plate for future users |  |  |
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| **General** |  |  |
| One slide to describe this project in “layman’s” terms to be produced | ICHEC / Intel |  |
| “3 week slide template” to be circulated to assist in the running of the meetings and document action points | JK |  |
| Next meeting agreed for February 25th at 10am. Location ICEHC | PW |  |
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