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| Project Title | Intel-QNLP | Job Number |
| Meeting Name and Number | All-Hands Meeting 002 | File reference |
| Location | ICHEC | Time and Date  10:00 am 25th February 2019 |
| Purpose of meeting | Follow-on meeting to monitor progress | |
| 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) |
| 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?) |  |  |
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| **ISC 2019** |  |  |
| Poster sent to ISC but can be amended closer to the date if necessary, FB to confirm if any changes required. |  |  |
| ICHEC presence / presentation at Intel booth to be confirmed |  |  |
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| **Press Release** |  |  |
| BQ to close off for circulation | BQ | February 28th |
| Circulation of press release, when closed off | PW |  |
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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 March 15th at 2pm with connection via VC | PW |  |
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