

# TAPAS Executive Board Meeting

Bologna, 5<sup>th</sup> April, 2002

## Agenda Items:

- Item 1 EB suggestions for Agenda items!
- Item 2 Date for IAB Meeting
- Item 3 Comments on the workshop
- Item 4 1st Year Deliverables
- Item 5 Printed reports - suggestions for a common project format for deliverable reports, etc. (which version of Word, style document, references, etc.)
- Item 6 Web page - suggestions for content, format, etc.
- Item 7 Any other "infrastructure" requirements (mailing lists, etc.)
- Item 8 Do we need to discuss relations and possible cooperation with other projects?
- Item 9 Do we need to arrange any separate technical meetings on particular workpackages?
- Item 10 Discuss issue of Consortium Agreement
- Item 11 TAPAS logo! Web image and printed report covers
- Item 12 Confirm date of next EB meeting/workshop
- Item 13 Any Other Business.

## Actions

- \* AB to check protocol for establishing Reviewers and also to get full names and contact details from EB.
- \* AB to contact IAB members concerning dates early July – suggest 4/5<sup>th</sup> July or 8/9<sup>th</sup> July.
- \* AB to circulate report templates
- \* JC to supply details of Cambridge project on Trust Management.
- \* AB to arrange for standard draft CA to be distributed to partners for comments.
- \* AB to forward sample project logos to WB
- \* WB to ask Adesso designers to work on logo

## DRAFT MINUTES

### Item 1: EB suggestions for agenda items

One other item was added by the EB – suggestions for names of Reviewers as follows:

<i>Suggested</i> Joe Sventek (spelling?) Paulo Verissimo (SKS-I can get) Sean Bacon (WE) Ralph Volter (WE)	<i>Other possibles to consider:</i> Jazayieri Godon Blair Dave Hutchinson Michel Diaz, Sun Olivier..... (JC)
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AB to check protocol for establishing Reviewers and also to get full names and contact details from EB.



**Item 9: Technical Meetings**

One technical meeting arranged for early July to pull together deliverable D1. Other partners responsible for deliverables and work packages should call technical meetings as required during the next 6 months.

**Item 10: Collaboration Agreement**

AB to arrange for standard draft CA to be distributed to partners for comments.

**Item 11: Project Logo**

WB volunteered to ask Adesso designers to come up with something. AB to forward other project logos to WB, as examples.

**Item 12: Date of next EB/Workshop**

The following date(s) have been agreed: 5-6<sup>th</sup> September, 2002.

**Item 13: AOB**

WE added one other item. He is delivering an IEEE Summer School and would like to invite a Ncl member to give a talk during this period of w/b 9<sup>th</sup> Sept. SKS agreed to send someone.