TAPAS Executive Board Meeting

Bologna, 5th 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 4/5th July or 8/9th 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:

Suggested	Other possibles to consider:
Joe Sventek (spelling?)	Jazayieri
Paulo Verissimo (SKS-I can get)	Godon Blair
Sean Bacon (WE)	Dave Hutchinson
Ralph Volter (WE)	Michel Diaz, Sun
. , ,	Olivier (JC)

AB to check protocol for establishing Reviewers and also to get full names and contact details from EB.

Item 2: Date for IAB Meeting

Possible dates were considered for an IAB meeting to be held in conjunction with the first technical meeting in Cambridge in early July.

AB to contact IAB members concerning dates early July – suggest 4/5th July or 8/9th July.

Item 3: Comments on the Workshop

All agreed that the workshop had gone well and was reassuring to know that all partners were heading in the same direction and FP noted several possibilities for cross-collaboration.

Item 4: 1st Year Deliverables

4 deliverables are due at month 6: 1 technical (D1: Adesso),

3 management (D16, D19 & PM1: Ncl)

The technical meeting and the IAB meeting in July will be reported in one or more of these.

The 12m deliverables were also identified but it was agreed to discuss this further at the 6 month workshop (to be held in Newcastle in September) once work had commenced.

Item 5: Printed reports

Latec/Word should be used as they are compatible and all sites have access to one or other. All partners to use the same format to ensure that a consistent style is maintained for all reports. AB to circulate report templates to all partners.

Item 6: Web Page

SKS suggested that Doug Palmer (RA at NcI) should be asked to create web pages for the project. There should be public and private sections to this and should contain all presentations from workshops, contact details of IAB and links to their companies, project personnel and their contact details. Technical Reports should also be produced.

Item 7: Other Infrastructure Requirements

2 email lists should be set up – 1 for the Executive Board and one general one for all project personnel. AB to ask for all names and contact details of people involved in the project from the partners and then arrange for lists to be set up.

Item 8: Possible Co-operation with other projects

There is another project just started at Cambridge on Trust Management (SECURE) which would be worth talking to. (JC to supply details to AB.) Suggested that members of this group, from Cambridge, be invited to attend the TAPAS technical meeting to be held there early July.

Also ADAPT project just accepted by EC – another 3 year EC RTD project coordinated by Spain – SKS/Ncl is a partner.

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: 5-6th September, 2002.

Item 13: AOB

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