

TAPAS Executive Board Meeting Adesso, Dortmund

11 February, 2003

Agenda Items:

- Item 1 EB suggestions for Agenda items
- Item 2 Review – date/venue/reviewers
- Item 3 Date for IAB Meeting
- Item 4 Comments on the workshop
- Item 5 12 month deliverables
- Item 6 Any technical meetings on particular workpackages to arrange?
- Item 7 Discuss issue of Consortium Agreement
- Item 8 Confirm date of next EB meeting/workshop
- Item 9 Any Other Business.

Actions

- Action 1: AB to get Review date confirmed asap.
- Action 2: AB to email IAB asap regarding dates for meeting in London
- Action 3: AB to send Adesso a sample Evaluation and Assessment report asap.
- Action 4: JC SKS and FP to liaise with WB regarding possible visits to Adesso by P Gevros, G Lodi and G Ferrari.

Meeting Notes

Item 1 - EB suggestions for Agenda items

None

Item 2 - Review – date/venue/reviewers

No problem with either of the Reviewers – Valerie Issarny is known by all, but no one knows Ben Laurie. However, he is giving a talk in Cambridge soon, which Jon Crowcroft will try to attend.

Brussels as a venue is ok by all and the date agreed to, for confirmation by the Project Officer and Reviewers is Friday 4th April. Additional suggestion is for those attending the Review to meet in London (UCL) on the Thursday to prepare for the Review. All agreed to this.

Action: AB to get date confirmed asap.

Item 3 Date for IAB Meeting

After some discussion it was decided to invite the IAB to the meeting in London before the Review (i.e. 3rd April). If this is not good for the IAB a back-up date of 2nd June (in London) has been agreed by the EB.

Action: AB to email IAB asap

Item 4 Comments on the workshop

All agreed that work seemed to be progressing very well and there were no major problems but a lot of interesting discussions to think about and follow-up off line.

Item 5 12 month deliverables

D2 – UCL responsible. Will have draft out in 2-3 weeks

D5 – Ncl responsible) SKS/FP to meet to arrange material; but no

D7 – Unibo responsible) problems envisaged.

D12 – Adesso responsible.

Action: AB to send DSoS Eval. And Assess't report to Adesso so they can see what sort of information goes into the doc.

PPR – Ncl responsible. AB will email for information from partners shortly.

IMPT: **1st drafts of all reports should be made available to the project no later than Friday 7th March for comments.**

Final reports due for submission to the EC by Friday 14th March – 3 weeks before the Review (4th April)

Item 6 Any technical meetings on particular workpackages to arrange?

Yes, but these will be arranged as and when necessary. However, JC keen to get P Gevros to Adesso and maybe also useful for G Ferrari and G Lodi.

Action: JC& FP to liaise with WB

Item 7 Discuss issue of Consortium Agreement

Ncl will put out a draft CA in due course – hopefully soon after Easter.

Item 8 Confirm date of next EB meeting/workshop

Next workshop set for 25-26 Sept in Bologna

Item 9 Any Other Business.

None