



<b>Meeting Description</b>	Second Project Meeting in Lisbon (Portugal)
<b>Meeting hosted by</b>	CENFIM

<b>Date / Time / Place</b>	Thursday, 08 <sup>th</sup> March 2012 and Friday, 09 <sup>th</sup> March 2012
<b>Name of Workline</b>	Workline D – Supporting Tasks
<b>Name of Workgroup</b>	Online Communication and Video Conference

<b>Representative workgroup member</b>	[IE] John O’Neill
<b>Co-representative workgroup member</b>	[AT FUL] Jakob Bramböck
<b>Co-representative workgroup member</b>	

<b>Further workgroup members</b>	[NL] Martijn Burmanje
	[BE] Maarten Daems
	[NL] Max Schroot
	[HR] Mislav Nokalj

<b>Minute written by</b>	[NL] Max Schroot
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<b>Description of work progress: Topics / Tasks / Results / Decisions / Facts of importance</b>	<b>Responsible school(s) or person(s) incl. deadlines</b>
<p>We had a review of the things we discussed in Zagreb. About the communication meetings and sharing files. We discussed that it is hard to meet because of the time difference, but we should take the CET-time as a standard to meet. All the other things were still the same.</p> <p><b>Skype:</b> According to the resolution, we have to have video meetings. We think that Skype is best known with all the participants. It has a few pros and cons.</p> <p><b>Pros:</b> You can have face to face video conferences, you can share files, so the other one can open them and have a look at it during the conversation.</p> <p><b>Cons:</b> You have to have a good internet connection, because otherwise you will have a lot of lag. It is only possible to have a videoconference with two people (computers) at the same time.</p> <p><b>Conclusion:</b> You can use Skype for complying with the resolution, but to have a meeting with the whole workgroup is impossible.</p> <p><b>Spreed:</b> Another option was Spreed. Spreed is similar to Skype, but you can upload a document which the other one can see immediately. You can select important things and change it within your conversation.</p>	

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<p>It has the same problem as Skype, you need a proper internet connection. It isn't that well known either, so we will keep it in mind, but won't use it for now.</p> <p><b>Facebook:</b> Facebook is very popular among students. They can join the 'Train For Europe' group, and post stories, pictures and have conversations. You can't use it for important sharing, because you can miss info very easy.</p> <p><b>Mail:</b> The best way to communicate is Email. It is clear and almost everybody has it. You can send files (up to 50 MB) and give explanation. But it is not very direct/fast.</p> <p><b>Conclusion:</b> To comply with the resolution, Skype is the best way to communicate. But Mail will be automatically the main way to communicate. And Facebook is for informal contacts!</p> <p><b>To do:</b> We have to ask all the countries to install Skype, and make an account. The account name has to be as following: T4E-R.country ID Example: T4E-R.NL This in order to find each other in the address book of Skype.</p> <p>It is your own responsibility to exchange Email addresses, so you can communicate.</p> <p>We also have to send an Email which explains the way to download Skype, and explains to the people how to make their account name. They should have download and installed Skype before the 26<sup>th</sup> of March, in order to have a proper meeting.</p> <p>Continue for a step-by-step guide to Skype...</p> <p><b>STEP BY STEP GUIDE TO SKYPE</b></p> <p><b>Step1</b></p> <p>Do a Google (or other) search for Skype</p> 	

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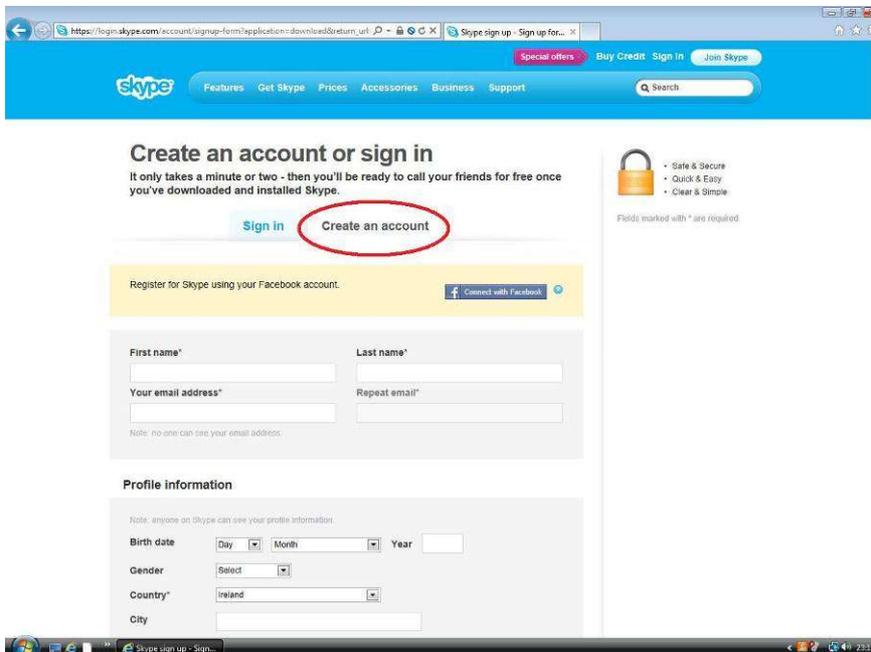
## Step 2

Click on Join Skype.



## Step 3

Click on Create an account.

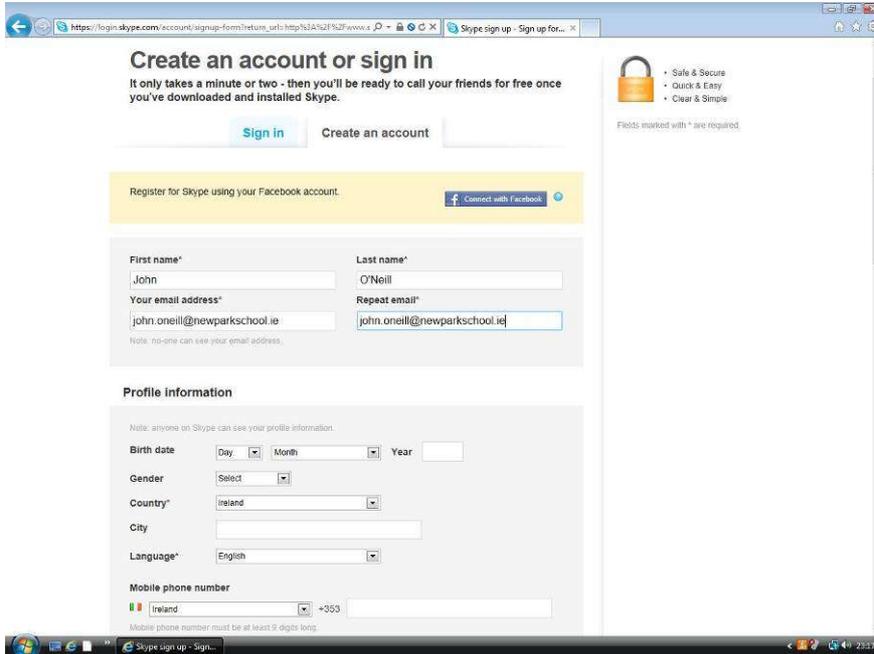


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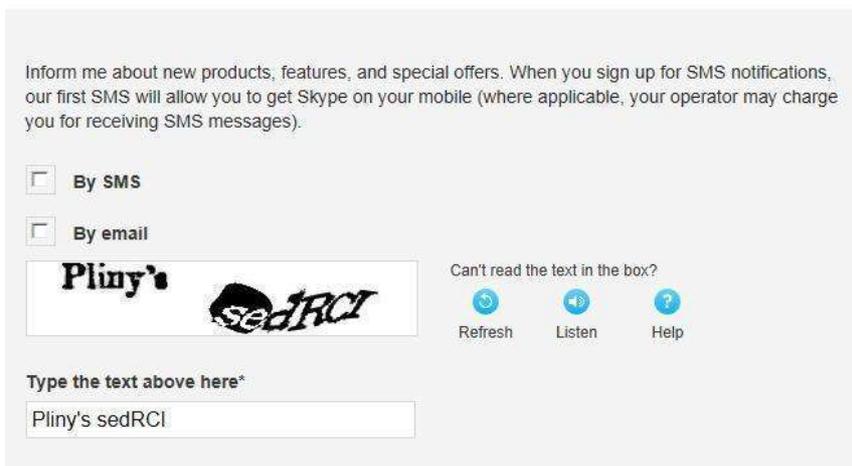
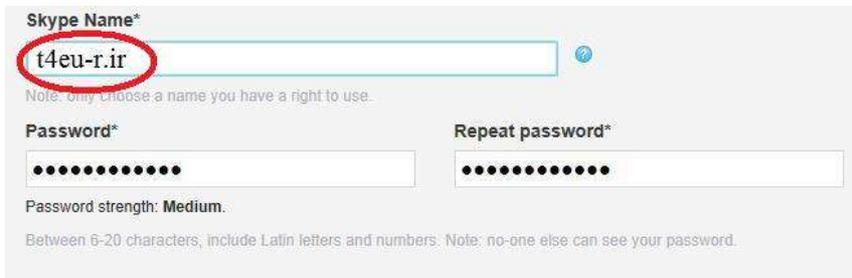
**Step 4**

Fill in YOUR details.



**Step 5**

For Skype Name use **t4eu-r**.(country ID) and choose a password.



Yes, I have read and I accept the [Skype Terms of Use](#) and the [Skype Privacy Statement](#).

**I agree - Continue**

### Step 6

Check Not now, thanks and Continue

skype

1 Register 2 Add Credit (optional) 3 Download confirmation

Thanks for registering a Skype account. Before you continue we'd like to introduce Skype Credit.

By adding a little credit, you can start doing even more with Skype, like calling phones around the world for less and sending text messages (SMS).

Add €10 Skype credit to your account

Not now, thanks

Continue

\*€11,50 inc. VAT.

No emergency calls with Skype  
Skype is not a replacement for your telephone and can't be used for emergency calling

### Step 7

Run skype.exe

Thanks for choosing Skype

You're now downloading Skype to your desktop. Need some help installing?

Download hasn't started? Try again

How to install Skype

Step 1: Click 'Save File' to save the Skype Setup Application.

Step 2: Click the SkypeSetup file in the Downloads window.

Step 3: Follow the simple steps in the Setup Wizard to complete the installation.

Step 4: Open Skype and sign in with your Skype Name and password.

Get more help with Skype

Do you want to run or save SkypeSetup.exe (922 KB) from download.skype.com?

Run Save Cancel

**CONGRATULATIONS – you've got Skype!**