

## MINUTE FOR GROUP WORK

School on the way to Europe

Education and Culture Lifelong learning programme COMENIUS

**COMENIUS School Partnerships** "European CNC-Network – Train for EUROPE – RELOADED"

Meeting Description	Second Project Meeting in Lisbon (Portugal)		
Meeting hosted by	CENFIM		
Date / Time / Place	Thursday, 08 <sup>th</sup> March 2012 and Friday, 09 <sup>th</sup> March 2012		

Name of Workline	Workline D – Supporting Tasks
Name of Workgroup	Online Communication and Video Conference

Representative workgroup member	[IE] John O'Neill
Co-representative workgroup member	[AT FUL] Jakob Bramböck
Co-representative workgroup member	

Further	[NL] Martijn Burmanje		
workgroup members	[BE] Maarten Daems		
	[NL] Max Schroot		
	[HR] Mislav Nokalj		
Minute written by	[NL] Max Schroot		

Description of work progress: Topics / Tasks / Results / Decisions / Facts of importance	Responsible school(s) or person(s) incl. deadlines
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.	
Skype: 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.	
Pros: 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.	
Cons: 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.	
<b>Conclusion:</b> You can use Skype for complying with the resolution, but to have a meeting with the whole workgroup is impossible.	
Spreed: 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.	

Description of work prog Topics / Tasks / Results /	gress: / Decisions / Fa	acts of importance		Responsible school(s) or person(s) incl. deadlines
It has the same problem as isn't that well known either now.	s Skype, you ne , so we will keep	ed a proper internet connec o it in mind, but won't use it f	tion. It for	
Facebook: Facebook is very popular a Europe' group, and post st use it for important sharing	among students tories, pictures a g, because you c	. They can join the 'Train Fo and have conversations. You can miss info very easy.	or u can't	
Mail: The best way to communic it. You can send files (up to direct/fast.	cate is Email. It i o 50 MB) and gi	s clear and almost everyboo ve explanation. But it is not	dy has very	
<b>Conclusion:</b> To comply with the resoluti Mail will be automatically the for informal contacts!	ion, Skype is the he main way to	e best way to communicate. communicate. And Faceboo	But ok is	
<b>To do:</b> We have to ask all the cou account name has to be as Example: T4E-R.NL This in order to find each o	intries to install \$ s following: T4E other in the addr	Skype, and make an accoun -R.country ID ess book of Skype.	it. The	
It is your own responsibility communicate.	y to exchange E	mail addresses, so you can		
We also have to send an E and explains to the people have download and installe have a proper meeting.	Email which expl how to make th ed Skype before	ains the way to download S eir account name. They sho the 26 <sup>th</sup> of March, in order t	kype, ould to	
Continue for a step-by-step	p guide to Skype	9		
STEP BY STEP GUIDE TO Step1 Do a Google (or other) sea	O SKYPE arch for Skype			
Google skype			٩	
Search About 851,000,00	0 results (0.16 seconds)			
Everything     Free Skype int www.skype.com/ Make interest call As You Go and P       Videos     Get Skype As You Go and P       News     Get Skype Make Skype More       Dublin     Skype sign Skype sign Skype accos       Dublin     Skype sign Skype accos       The web     Download SL Change from Ireland	ternet calls and cheap call ( is for free with Skype. Call frien ay Monthly subscriptions, sign of a part of your everyday oading it in - Sign in to your unt here and make kype for Windows to batant messages	s to phones online - Skype ds and family on any phone with Pay up today at Skype.com. Join Skype Skype sign up - Sign up for a Skype account here. Make free Mac Download Skype for Mac OS X to chat, send instant messages Video calling Make free video calls at home or work with Skype. Use Skype to		

Description of work progress: Topics / Tasks / Results / Decisions / Facts of importance	Responsible school(s) or person(s) incl. deadlines
Step 2 Click on Join Skype.	
C English (International) - Special offers Buy Credit Sign In Join Skype     Features Get Skype Prices Accessories Business Support     Search	
Skype Subscriptions: The cheapest way to call phones See our new subscriptions	
See how little it costs to call phones with Skype         Where is the person you want to call?         Popular calling destinations         Rustralia         from: 0.9c/min1'         (1c/min ind VAT)         China         from: 0.9c/min1'         (1c/min ind VAT)	
Step 3	
Click on Create an account.	
Comparing a second	
Create an account or sign in It only takes a minute or two - then you'll be ready to call your friends for free once you've downloaded and installed Skype.	
Sign in Create an account Flidt marked with * are required.	
Register for Skype using your Facebook account.	
First name* Last name* Your email address* Repeat email*	
Note: no enercian sele your amail address:	
Profile information Note: envoire of thype cas see your profile information: Birth date Day Note: " Profile Day Note: " Day No	

Description of work progress: Topics / Tasks / Results / Decisions / Facts of importance	Responsible school(s) or person(s) incl. deadlines	
Step 4		
Fill in YOUR details.		
Create an account is possible if the solution of the solu		
Sign in Create an account Press was de requise.		
Register for Skype using your Facebook account.		
First hame*     Last name*       John     O'Neill       Your email address*     Repeat email*       john.oneil@newparkschool.ie     john.oneil@newparkschool.ie       Note. no-mic can see your email address.		
Profile information		
Note: stryow on Stype can see your profile information. Blirth date Doy: Gender Solie: Country Inteland Diff Diff Diff Diff Diff Diff Diff Dif		
Language* English 💌		
Mobile phone number		
(2) (2) (2) (2) (2) (2) (2) (2) (2) (2)		
<b>Step 5</b> For Skype Name use <b>t4eu-r.</b> (country ID) and choose a password.		
Skype Name*		
t4eu-r.ir		
Note: only choose a name you have a right to use.		
Passworg" Repeat passworg"		
Password strength: Medium.		
Between 6-20 characters, include Latin letters and numbers. Note: no-one else can see your password.		
Inform me about new products, features, and special offers. When you sign up for SMS notifications, our first SMS will allow you to get Skype on your mobile (where applicable, your operator may charge you for receiving SMS messages).		
□ By SMS		
E By email		
Pliny's Can't read the text in the box?		
Type the text above here*		
Pliny's sedRCI		
Yes, I have read and I accept the Skype Terms of Use and the Skype Privacy Statement		
I agree - Continue		

