

<b>Meeting Description</b>	Fifth Project Meeting in St. Pölten (Austria)
<b>Meeting hosted by</b>	Höhere Technische Bundeslehr- und Versuchsanstalt

<b>Date / Time / Place</b>	Thursday 31 <sup>st</sup> January 2013, City Hotel, Conference room
<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] Dermot Marley
<b>Co-representative workgroup member</b>	[HR] Tomislav Kacunko
<b>Co-representative workgroup member</b>	[HR] Filip Matek

<b>Further workgroup members</b>	[NL] Kevin Vogels

<b>Minute written by</b>	[IE] Dermot Marley
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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>Our meeting today was used to identify issues which were arising between meetings with regards to the communication online and video conferencing between schools.</p> <ul style="list-style-type: none"> <li>We found out that the use of skype by the different schools within the train family is a requirement of the agreement the family entered into at the beginning of the project.</li> <li>Also we found that the forum is not being used to share information and coordinate efforts enough, which would help increase efficiency and reduce the number of mistakes being made in the project.</li> <li>After discussing these issues we decided to investigate the reasons and specific issues behind each of these problems and discuss them further the following day.</li> </ul>	

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<b>Meeting hosted by</b>	Höhere Technische Bundeslehr- und Versuchsanstalt

<b>Date / Time / Place</b>	Friday 1 <sup>st</sup> February 2013, City Hotel, Conference room
<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] Dermot Marley
<b>Co-representative workgroup member</b>	[HR] Tomislav Kacunko
<b>Co-representative workgroup member</b>	[HR] Filip Matek

<b>Further workgroup members</b>	

<b>Minute written by</b>	[IE] Dermot Marley
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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>After our first meeting yesterday, we identified a number of problems with the amount of communication taking place between the schools involved in the project and also a lack of efficiency in the methods used to communicate.</p> <p>The main issues were:</p> <ul style="list-style-type: none"> <li>• Registered members not signing in while using the forum and not posting enough information on the forum/website.</li> <li>• Skype is not being used effectively by members of the same workgroups, even though accounts have been set up and discussion times.</li> <li>• Lack of pictures and information being posted on the forum and Moodle about the progress being made by individual delegations.</li> </ul> <p>In the second meeting we looked at these problems and decided that there was not much we could do to solve these problems. The problems must be solved by train family members making more of an effort to keep in contact with EVERYONE, not just individual schools.</p>	

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<b>Meeting hosted by</b>	Höhere Technische Bundeslehr- und Versuchsanstalt

<b>Date / Time / Place</b>	Saturday 2 <sup>nd</sup> February 2013, City Hotel, Conference room
<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] Dermot Marley
<b>Co-representative workgroup member</b>	[HR] Tomislav Kacunko
<b>Co-representative workgroup member</b>	[HR] Filip Matek

<b>Further workgroup members</b>	[NL] Kevin Vogels

<b>Minute written by</b>	[IE] Dermot Marley
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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>After our previous meetings on Thursday and Friday, our group had already decided that there was not much that we could do to solve the problems, except to make recommendations.</p> <p>These recommendations should be read and worked on if possible as they will help boost the level of communication and coordination in the project.</p> <p>The recommendations are:</p> <ul style="list-style-type: none"> <li>• Each school should try to use Skype to communicate with another school within its own workline at least once between the meeting in St.Polten and the final meeting in Bad Kreuznach.</li> <li>• Any information, pictures, issues and news of progress in the project should be posted on the forum to keep other members up to date on progress and in touch with each other.</li> <li>• Students should be allowed to communicate more freely using video conferencing and the forum. <b>Remember, this is a student centred project!!!</b></li> </ul> <p>These recommendations are very simple to complete but it is up to family members to complete them!</p>	