

<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>th</sup> January 2013, Hotel
<b>Name of Workline</b>	Workline D – Supporting Tasks
<b>Name of Workgroup</b>	Teaching Material (Wagon Production)

<b>Representative workgroup member</b>	[FR] Nicolas Prime
<b>Co-representative workgroup member</b>	[HDH] Christina Lohmayer
<b>Co-representative workgroup member</b>	[SI] Simona Vincelj

<b>Further workgroup members</b>	[PT] Jorge Mauricio
	[HDH] Peter Schilling-Frenk
	[IT] Francesca Artuso, Alessandra Bongianinio
	[SE] Carina Loden

<b>Minute written by</b>	[HDH] Christina Lohmayer
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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>
<ul style="list-style-type: none"> <li>- As some work group members has not been in the last Meeting in Kuopio, we read the Minutes of the last Meeting at first.</li> <li>- [HDH] showed examples of the Teaching Material printed out in A4 and A5 format.</li> <li>- We discussed about the formats and A5 seems to be handy, but the drawings are too small. It is very difficult to read the dimensioning. We agreed to maximize the drawing to the full size of the page.</li> <li>- [FR] Nicolas Prime provided an introduction for the Teaching Material. We agreed to adopt the introduction with some small improvements to get it more fluently.</li> <li>- [HDH] will complete the book together with a front page and send it to the workgroup members.</li> </ul> <p>Our task for the next work group session is to design the front page.</p>	[HDH] by 1 <sup>st</sup> March

<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>	Friday, 1 <sup>st</sup> February 2013, Hotel Room
<b>Name of Workline</b>	Workline D – Supporting Tasks
<b>Name of Workgroup</b>	Teaching Material

<b>Representative workgroup member</b>	[FR] Nicolas Prime
<b>Co-representative workgroup member</b>	[ID] Firstname Name
<b>Co-representative workgroup member</b>	[ID] Firstname Name

<b>Further workgroup members</b>	[SI] Simona Vincelj
	[IT] Francesca Artuso, Petrutu Razvan, Zacchia Lorenzo
	[SE] Carina Loden

<b>Minute written by</b>	[IT] Francesca Artuso
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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>Decisions taken:</p> <ul style="list-style-type: none"> <li>• All the headlines will be written in capital letters with no underline</li> <li>• Pictures will be as large as possible</li> <li>• The CNC program will be written with a larger font</li> <li>• Last page will include a Bibliography and HDH logo</li> <li>• HDH will be responsible for copyright</li> <li>• The initial page will include:               <ol style="list-style-type: none"> <li>1. the European logo,</li> <li>2. the logo of our project,</li> <li>3. the title</li> <li>4. an undercarriage picture</li> </ol> </li> </ul>	

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

<b>Date / Time / Place</b>	Saturday 02 <sup>nd</sup> February, Conference Room
<b>Name of Workline</b>	Workline D – Supporting Tasks
<b>Name of Workgroup</b>	Teaching Material

<b>Representative workgroup member</b>	[FR] Nicolas Prime
<b>Co-representative workgroup member</b>	[FR] Michel Frézouls
<b>Co-representative workgroup member</b>	

<b>Further workgroup members</b>	[SI] Simona Vincelj
	[IT] Francesca Artuso
	[SE] Carina Loden
	[PT] Jorge Mauricio

<b>Minute written by</b>	[FR] Nicolas Prime
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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 started creating the final .PDF file of our document.</p> <p>The “raw” material (pictures, drawings, technical data ...) were provided by our HDH partners (they were involved in the workshop at this moment).</p> <p>So we took time to start the modifications of the former version of our booklet.</p> <p>We also had to ask HDH for any “copyright”. They decided it was not necessary and they gave to us the “rights” to use their pictures and datas...</p> <p>We finally decided that the remaining work should be done before the next meeting and the members from HDH decided to do it for us.</p> <p>We fixed a deadline for sending the final document to Heinz Wildgrube (01<sup>st</sup> March 2013).</p>	