

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

Date / Time / Place	Thu 31 January 13 / 11:15 / Hotel - Plenum
Name of Workline	Workline E – The last mile
Name of Workgroup	EU MEP Contact

Representative workgroup member	[DE] Martin Kress
Co-representative workgroup member	[IE] Dermot Marley
Co-representative workgroup member	[LU] Paul Faber

Further workgroup members	[AT-STP] Friedrich Wilhelm, Matthias Kirbes, Jürgen Fessl

Minute written by	[LU] Michel Gieres, [IE] Dermot Marley
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Description of work progress: Topics / Tasks / Results / Decisions / Facts of importance	Responsible school(s) or person(s) incl. deadlines
<p>Issue brought up about concern that letter of invitation templates are not being translated and sent effectively.</p> <ul style="list-style-type: none"> – Possibility of informing train family members of website containing the name and the address of all European MEPs. <p>Coffee cups with T4EU logo or a similar gift should be presented to each MEP in attendance.</p> <p>Each MEP should be presented with a DVD of the project.</p> <p>If the number of MEPs in attendance is small, they could be asked to give speech.</p> <p>Different schools should be asked for suggestions on what gift to give MEPs.</p>	

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

Date / Time / Place	Fri 01/02/13 16:15 Hotel Plenum
Name of Workline	Workline D – The last mile
Name of Workgroup	EU/MEP Contact

Representative workgroup member	[DE] Martin Kress
Co-representative workgroup member	[AT-STP] Friedrich Wilhelm
Co-representative workgroup member	[LU] Paul Faber

Further workgroup members	[AT-STP] Jürgen Fessl, Matthias Kirbes

Minute written by	[LU] Michel Gieres
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Description of work progress: Topics / Tasks / Results / Decisions / Facts of importance	Responsible school(s) or person(s) incl. deadlines
<p>Kress says that it will be difficult to order gifts if people say that there is no money.</p> <p>It is important to find out who has already invited their MEPs.</p> <p>Kress says that a decision will have to be taken during the presentation tonight. Our team will ask who wants to buy coffee mugs as souvenirs for the MEPs and other participants.</p> <p>Ordering mugs with logos will cost 7€ + shipping/delivery costs. It is important to find out how many cups are needed for MEPs and how many participants want mugs as souvenirs.</p> <p>During the presentation, participants will be asked if they want mugs and how many mugs are needed in total. A list will be put up so that people can fill in their order.</p> <p>Participants should fill in the list on the morning of 02/02/13 so that the information can be processed during the day.</p> <p>Another list will be put up to ask the delegations whether they have already invited their MEPs.</p>	

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

Date / Time / Place	Sat 02/02/13 09:30 Hotel - Plenum
Name of Workline	Workline E – The last mile
Name of Workgroup	EU/MEP contact

Representative workgroup member	[DE] Martin Kress
Co-representative workgroup member	[AT] Friedrich Wilhelm
Co-representative workgroup member	[LU] Paul Faber

Further workgroup members	[AT] Jürgen Fessler, Matthias Kirbes

Minute written by	[LU] Michel Gieres
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Description of work progress: Topics / Tasks / Results / Decisions / Facts of importance	Responsible school(s) or person(s) incl. deadlines
<p>Friedrich Wilhelm will try to get additional quotes to see whether there are cheaper cups/mugs that can be ordered.</p> <p>A special project account will have to be created to make sure everybody transfers the money to it so that the cups can be ordered.</p> <p>A list has been put up so that people can order cups/mugs. The results will be presented during the presentation this afternoon.</p>	