

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

Date / Time / Place	Thursday, 31st January 2013, Hotel
Name of Workline	Workline E – The last mile
Name of Workgroup	Public relation

Representative workgroup member	[NL] Tonny van Dougen
Co-representative workgroup member	[NO] Hanne S. Garnvik
Co-representative workgroup member	[NO] Lena Mari Roos Skjervold

Further workgroup members	

Minute written by	[NL] Hanne S. Garnvik
--------------------------	-----------------------

Description of work progress: Topics / Tasks / Results / Decisions / Facts of importance	Responsible school(s) or person(s) incl. deadlines
<p>Write the press release and send it to all the participates in the project</p> <p>Make a Facebook page the members of the PR group need to go together and write the press release so we can exchange ideas and write it together</p> <p>We have informed the delegation from Turkey about our ideas, but because of Some language barriers they didn't understand it all and didn't participate in the discussion.</p> <p>Give the finished text to each country so they can translate it in to their own language and give it to the news, radio ect.</p> <p>Use Facebook more to advertise about the project because now a lot of people are on Facebook and a lot of messages and such you get of Facebook.</p> <p>Each country can use the DVD from the DVD group in a presentation at their school about the project so more people know about the train for Europe project.</p> <p>Contact the DVD group to hear how its going with the DVD & Video continue on the press release that we have started on and finished that and just write the most important parts of the project.</p> <p>Press release should be finished before the end of the week in St Pölten. Make a power point presentation based on the press release to show to the schools. First have a introduction about the project then show the video and then explain further if necessary about the T4E project</p>	

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

Date / Time / Place	Friday, 1. February 2013, Hotel
Name of Workline	Workline E – The last mile
Name of Workgroup	Public relation

Representative workgroup member	[NL] Tonny van Dougen
Co-representative workgroup member	[NO] Hanne S. Garnvik
Co-representative workgroup member	[NO] Lena Mari Roos Skjervold

Further workgroup members	

Minute written by	[NL] Hanne S. Garnvik
--------------------------	-----------------------

Description of work progress: Topics / Tasks / Results / Decisions / Facts of importance	Responsible school(s) or person(s) incl. deadlines
In this meeting we have done further work on the press release. We are trying to write the press release as good as possible and after it finished we need someone to correct it, so the English is written perfectly.	Deadline: The end of the week in Austria

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

Date / Time / Place	Saturday, 2 nd February 2013, Hotel
Name of Workline	Workline E – The last mile
Name of Workgroup	Public Relations

Representative workgroup member	[NL] Tonny Van Dougen
Co-representative workgroup member	[NO] Lena Mari Roos Skjervold
Co-representative workgroup member	[NO] Hanne Garnvik

Further workgroup members	

Minute written by	[NO] Lena Mari Roos Skjervold
--------------------------	-------------------------------

Description of work progress: Topics / Tasks / Results / Decisions / Facts of importance	Responsible school(s) or person(s) incl. deadlines
<p>At this meeting we have read the press release once more and corrected it as good as possible. We have looked at the sentences and tried to write the press release concrete and precise, without using too long sentences. We discussed what we felt were missing in the text and added this.</p> <p>The press release will be finished in the end of next week. The participants of this group, Norway and Netherland, will take the press release with them to their school and correct the English. That with help from English teachers. The text need to be as correct as possible.</p> <p>When the press release is finished we will upload it in the forum, so that every country can translate it to their language and send it out to the media.</p> <p>Heinz has given Tonny the PowerPoint presentation he has used during the meetings. We will use the template and some of the slides, but also add pictures and write something that relates to the press release. This PowerPoint the students can use at their school to inform others about the project. They can also send the PP together with the press release to the media.</p> <p>In the end of the meeting we prepared a little presentation for the rest of the train family.</p>	