Education and Culture
Lifelong learning programme
COMENIUS

MINUTE FOR GROUP WORK
COMENIUS School Partnerships

"European CNC-Network – Train for EUROPE – RELOADED"

Meeting Description	Fourth Project Meeting in Kuopio (Finland)
Meeting hosted by	Savon ammattii - ja aikuisopisto

Date / Time / Place	Tuesday, 18th & Thursday, 20th & Friday, 21st September 2012, Hall
Name of Workline	Workline D - Supporting Tasks
Name of Workgroup	Online communication and videoconferencing (SKYPE)

Representative workgroup member	John O'Neill [IR]
Co-representative workgroup member	Jacob Bramböck [AT-FUL]
Co-representative workgroup member	Kevin Vogels [NL]

Further workgroup members	Danny Fonteijn [BE]
	Viktor Stenmark [SE]
	Stig Nartijärvi [SE]
	Jesper Keskitalo [SE]
	Pontus Näslund
	Michiel Dirix [BE]

Minute written by	Gerard-Jan van Dun [NL]

Description of work progress: Topics / Tasks / Results / Decisions / Facts of importance	**Responsible school(s) or person(s) incl. deadlines**
Our Brief: We distinguish 4 means of communication: E-mail (formal) Forum (formal) Skype (formal) Facebook (informal)---------Teachers facebook ---------Students facebook There are Skype accounts for schools but there has hardly been any communication so far. We shall have to encourage this.	ALL
E-mail Kevin Vogels will write a standard e-mail to be sent to the reps of each work group inviting them to compile work group folders with e-mail addresses of the work group members. The e-mail will also ask to identify a time to log into Skype as well as the hardware requirements for Skype (see Lisbon documents). This e-mail will be sent to John who will forward it to the reps.	Kevin [NL]

Description of work progress: Topics / Tasks / Results / Decisions / Facts of importance	Responsible school(s) or person(s) incl. deadlines
Forum Jacob has written a step by step procedure to get your picture on the forum: 1. Have a picture of you on your PC 2. Go to the website (www.cnc-network.eu) 3. Click on the forum 4. Log in 5. Click on profile 6. Click on modify profile 7. Drop down to forum profile 8. Click on upload an avatar (Field appears) 9. Search for your picture 10. Choose a realistic picture and *save* it. **SKYPE** For Skype you need: ✓ PC orLaptop ✓ Skype account ✓ Internet connection ✓ Microphone and speaker ✓ Optional but desirable: webcam Every participating school should identify a time to log into Skype on the online communication and video conferencing Skype tab in the Forum. **Facebook** John will ask [HR] to verify administration of students Facebook so that students will be accepted. He will send an e-mail to Kevin Vogels so that he can manage it.	Jacob [AT FUL] John [IR] Kevin [NL]