

<b>Meeting Description</b>	First Project Meeting in Zagreb (Croatia)
<b>Meeting hosted by</b>	I.tehnička škola TESLA
<b>Minute written by</b>	[BE] Kogeka 4 – St. Jozefinstituut, Johan Peys

<b>Date / Place / Time</b>	<b>Activities / Results / Points of importance</b>
<p><b>Cultural day</b> <b>Saturday</b> <b>19<sup>th</sup> November 2011</b></p> <p><b>Museum of Evolution</b></p> <p><b>Zagreb tour</b></p> <p><b>18:00</b> <b>Hotel Meeting Room</b></p>	<p><u><b>Museum of Evolution</b></u></p> <p>A visit of this nice museum in Krapina, located at the largest archaeological site in the world with remains of Neanderthal. The tour in the museum begins with a video showing a reproduction of aspects of daily life in a Neanderthal settlement. The first half of the museum shows a historical view on the origin of man and evolution up to the discovery of the site in Krapina. The second part of the museum shows the history of the universe and earth up to the appearance of the homo sapiens. Upon leaving the museum you are led to the site of the finds.</p> <p><u><b>Zagreb tour</b></u></p> <p>We met our guide on the main square of Zagreb in front of the statue of Ban Jelacic. Our well-spoken guide first led us to the historical upper town with the government buildings and museums. We then walked through the historical ‘Stone Gate’ to the lower part of the historical town. The tour of Zagreb ended in the cathedral.</p> <p>In the afternoon we had some time off to do the necessary shopping for souvenirs.</p> <p><u><b>Evaluation meeting</b></u></p> <p>When we entered the room for the evaluation meeting, we were first asked to give our general opinion on the meeting in Zagreb. We did this with stickers that we put on a scale from 1 to 5. The vast majority of the participants gave very high scores for the meeting (4 or 5).</p> <p>Then Heinz showed us a slide to remember us of the aims for this meeting in the project :</p> <ul style="list-style-type: none"> <li>- Warming up</li> <li>- Clarification of questions concerning organisation</li> <li>- Agreement on a common motto for wagons</li> <li>- Establishing work groups in the four planned work lines</li> <li>- Brainstorming and planning of work</li> <li>- Intercultural dialogue</li> </ul> <p>From the organisation’s point of view this meeting was also a success, because all of the tasks that were planned for the meeting were carried out.</p>

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<p data-bbox="188 1435 450 1491"><b>20:00 Hotel Meeting Room</b></p>	<p data-bbox="494 147 1444 208">Finally we looked into the future and the different tasks to be realized before the next meeting in Portugal were listed.</p> <p data-bbox="494 241 1412 302">Heinz and Martin like to give a lot of homework and so far they have given us some tasks to carry out:</p> <ul data-bbox="494 333 1136 544" style="list-style-type: none"> <li>- Composition of ideas for the different work groups</li> <li>- Installation of an online evaluation tool</li> <li>- Updating the project homepage</li> <li>- Arrangements for public relations</li> </ul> <p data-bbox="494 577 663 607"><b>Furthermore:</b></p> <ul data-bbox="494 640 1457 1402" style="list-style-type: none"> <li>- Please send the minutes with your results, decisions and your visions of the work process from work lines B, C and D back to the project coordinator as soon as possible.</li> <li>- Please stay in close contact to the members of your work groups, especially to the representative. Discuss, prepare and improve your ideas and visions for the meeting in Portugal. Installation of an online evaluation tool</li> <li>- Please take care of all the photos and videos taken by all members of your delegation.</li> <li>- The photo collector group should have collected or given all the photos and videos of all participants of this project meeting in Zagreb (Croatia) by the Portugal meeting.</li> <li>- Get membership of the CNC-Forum in order to be able to have a view to important documents including the possibility to upload and to share documents within your work group and within the project in total. Arrangements for public relations.</li> <li>- Have a closer look to the Heidenhain Software and the manuals you've got from them. Get familiar with this CNC programming tool. Try to write a short CNC program for a simple workpiece. In case of any problems, prepare a list with your questions for Portugal in order to discuss them with the Heidenhain Company.</li> </ul> <p data-bbox="494 1435 711 1464"><b>Farewell Session</b></p>