



WAMT meeting MINUTES 2014-12

Meeting description	
Meeting	<p>Title: Work Area Management Team monthly meeting Place: TelCo Date: 3rd December 2014, 10:00 – 10:30 CET Author of the minutes: David Schwesig</p>
Attendants	<p>Anzaldua, Gerardo (Ecologic, WA1) Ugarelli, Rita (SINTEF, WA2) van den Berg, Gerard (KWR, WA3) Ventura, Laura; Gomez, Francesc (CETaqua, WA4) Schwesig, David (IWW, WA5)</p>
	<p>Not attending but recipients of minutes: Lago, Manuel (Ecologic, WA1) Herman Helness (SINTEF, WA2) Theo van den Hoven (KWR, WA3) Hernandez Garcia, Marta (CETaqua, WA4)</p>
Agenda	<ul style="list-style-type: none"> • Status Work Area 1 • Status Work Area 2 • Status Work Area 3 • Status Work Area 4
Main issues discussed Theme 1	
Status WA 1	<p>D11.1 is ready for submission to EC and publication at the internal website area. Authors will be asked for consent to share this document with ESE AG. MS12 is slightly delayed (first quarter of 2015). By mid/end January, WA1 will develop a structured exercise for WA3 that will serve to both illustrate the use of the typology and generate a ranking of the ESS in the demo-sites. . Gerardo will drop a note announcing this exercise to the WP leaders within WA3 on short notice</p>
Main issues discussed Theme 2	
Status WA2	<p>Smooth progress, all upcoming milestones and deliverables are under control. Milestone 7 has been achieved. Document will be sent by Herman to David soon. Rita informed the group about a draft publication by KWR. More info will be sent to WA4.</p>





Main issues discussed Theme 3	
Status WA 3	Smooth progress. Gerard will check whether D34.1 is under control. The task from earlier WAMT meetings (outline how demo cases can be transformed into showcases) will be followed up within WA4 (Gerard has prepared a presentation to be discussed in WA4 meeting on 4 Dec).
Main issues discussed Theme45	
Status WA 4	Newsletter and annual magazine are almost complete, to be issued 2 nd week of January. Data and approval for who's who will be D42.3 is in the QA loop (by David and Gerard). Further info on WP42 items (D42.1, D42.5, MS9, MS17) is expected during WA4 TelCo on 4 December.
Next steps / Following actions	
Action 1	Action: Formally submit D11.1 to EC and upload at internal website area, drop a note to all partners that this deliverable is now available. Responsible: Coordinator Deadline: 3 December
Action 2	Action: Ask D11.1 coauthors for consent to share document with ESE AG Responsible: WA1 leader Deadline: 3 December
Action 3	Action: Inform WP leaders of WA3 about forthcoming exercise on ESS typology Responsible: WA1 leader Deadline: 12 December
Action 4	Action: Sent MS7 to David for further processing Responsible: WA2 leader Deadline: 5 December
Action 5	Action: Monitor completion of D34.1, report back to Coordinator in case of problems / delay Responsible: WA3 leader Deadline: 19 December
Action 6	Action: Check status of other WP42 items and report to Coordinator in case of problems / delay. Responsible: WA4 leader Deadline: 5 December