



WA4 meeting MINUTES

Meeting description	
Meeting	Title: 3 rd WA4 meeting. WEBEX meeting Date: 6 th May 2014
Attendants	Hernández, Marta (CETaqua) Ventura, Laura (CETaqua) Zimmermann, Lisa (IWW)
Agenda	<ol style="list-style-type: none"> 1. Approval last meeting minutes 2. WP41: Actions carried out since the last meeting. Next actions <ol style="list-style-type: none"> a) Website improvements: status? b) Newsletter calendar & template: status? c) Establishment of demo-sites as showcases: Working plan (2014) 3. WP42: Actions carried out since the last meeting. Next actions <ol style="list-style-type: none"> a) Presentation of WP42 services to the SMEs: status? b) Working plan 2014 of tasks in WP42: status? 4. Any other issues 5. Next WA4 meeting: 3rd June 10:00
MAIN ISSUES DISCUSSED WP41	
T41.2 Website (M1-M3) IWW	<p>Actions carried out:</p> <ul style="list-style-type: none"> - Website contents have been improved: head front with the full name of the project, additional contents in home page and 3 news published - Private area on going. Limited interaction of the partners, as Lisa will centralise the update of documents. <p>Coming actions:</p> <ul style="list-style-type: none"> - Creation of new section of “upcoming events” to inform partners and website visitors of the future events related to DESSIN. Responsible: <u>Lisa</u>. <u>Marta</u> will provide the list of the upcoming events 14/05/2014. - Check the new website contents and design. Responsible: <u>Laura</u>
T41.3 Public correspondance (M1 – M48) CETaqua	<p>Actions carried out:</p> <ul style="list-style-type: none"> - First newsletter will have 4 pages (2 pages front and back) - Discussion on the distribution list: contacts of DESSIN and subscriptions via website. Laura comments that a massive sending could be considered SPAM as is not allowed. Idea: partners could invite external contacts to subscribe personally via DESSIN website. - Other tasks not yet started. <p>Coming actions:</p> <ul style="list-style-type: none"> - Preparation of newsletter template. Responsible: <u>Laura</u>



<p>T41.4 Establishment demo-sites as showcases (M1 – M48) KWR</p>	<p>Actions carried out:</p> <ul style="list-style-type: none"> - Not reported <p>Coming actions:</p> <ul style="list-style-type: none"> - Prepare a Working plan of the first year of project. Deadline 15/05/2014)
<p>MAIN ISSUES DISCUSSED WP42</p>	
<p>General aspects / transversal actions in WP42</p>	<p>Actions carried out:</p> <ul style="list-style-type: none"> - Not reported <p>Coming actions:</p> <ul style="list-style-type: none"> - Prepare a Working plan of the first year of project. Deadline 15/05/2014)
<p>Other aspects</p>	
<p>Next WA4 meeting</p>	<p>Next meeting: 3rd June 10:00 – 11:00 using WEBEX..</p>