<u>Decisions</u>
Lulea meeting 13-15/2/03

1. Basic level material (a software like RoboHelp). Editor in charge is Sokol.

2. All partners have to provide translations of the text required by the editor. The text consists of the bullets used in the Internet version of the material.

3. Addition internet material:

   a. Photos and videos
   Procedure recommended:
   All partners are asked to send photos and videos to editor (Sokol)
   Editor makes final selection.

   b. Excel sheets
   Procedure recommended:
   All partners are asked to send simple illustrative excel sheets to the editor (Sokol) and to the responsible author.
   The editor makes final selection.

   c. Worked examples
   Procedure recommended:
   All partners are asked to send worked examples to the editor (Sokol) and to the responsible author.
   Responsible author of each chapter makes final selection.

   d. Design cases
   The Dutch partner is asked to send video animations of the design cases to editor.

4. Internet pilot lecture
   Proposed date November 3, 2003, 15:00 CET, (alternatively November 11, 2003, 15:00 CET, will be decided at Prague meeting).
   Content of the Internet material will be presented at the lecture in about
   45 minutes. All partners are in charge to organize audience at each local site.
   The lecture will be moderated by Milan and broadcasted from LTU to all partners.

   All necessary instructions to establish connection for on-line lecture will be provided by Milan Veljkovic.

   by
   Milan Veljkovic

Important dates:

1. March 15, deadline for the final review

2. April 15, deadline for the additional material for the internet version (photos, videos, excel sheets, worked examples and animations of design cases).

3. April 30, deadline for the translation of the paper version which should be sent to the editor (Sokol)

4. April 30, all partners will receive internet bullets

5. May 15, deadline for the translated bullets to be sent to the editor (Sokol)