

Minutes of Prague meeting 13-15/3/2003

Place: Czech Technical University, Prague, Czech Republic

No.	Topic	Action
1	<p>Welcoming of participants The apology of Milan LTU Lulea - Sweden was announced.</p>	
2	<p>Approval of the agenda Agenda was approved.</p>	
3	<p>Approval of the Minutes of Ljubljana meeting All actions were carried out. Deadline for translation of the text-book to national languages was improved till 30/4/2003</p>	
4	<p>Information of the Minutes of Lulea meeting Partners are happy with help of LTU Lulea and Milan and progress at Lulea meeting, for details please see decisions: Internet course will be based on text-book Each chapter will be contain: 1) introduction, questions and answers, list of references, key words 2) photos, videos, animations, simple excel sheets, work examples etc. Z. Sokol presented example of one chapter of Internet course using demo version of software Robohelp.</p>	
5	<p>Internet course <u>Photos</u> – partners add to own chapters 1 or 2 photos per question for improving of the text - photos will be sent to Prague till 15/4/2003 partners look for other photos to add it also to other chapters <u>Videos</u> – if it is possible, partners offer videos (fire test) <u>Animations</u> – will be in the chapter 13 – Design cases, 3D animation of the connections, Harry kindly promised to help <u>Simple excel sheet</u> – if they are available (what is already done), some simple excel sheets for some questions (it is not necessary for all) <u>Work examples</u> – if they are available, offer of the partners All this material are asked to be send to Prague till 15/4 The responsible authots are asked to made a decision of their chapter till 30/4 (Based on Internet courses and videos will be prepared the project CD.)</p>	All

No.	Topic	Action
6	<p>Software Robohelp Representatives of the company UNICORN introduce our software RoboHelp, which will be (after decision of all partner) used for internet course</p>	Sokol
7	<p>Evaluation 7.1 Internal review between partners was finished. 7.2 Internal evaluation by specialised partners (KREKON NL, EXCON, ECCS CZ) was performed. 7.3 David Moore translation of textbook from Brussels to British English is expected to be finished 16/3/2003. 7.4 Final changes by responsible partners were agreed till 21/3/2003.</p>	Moore Responsible auth.
8	<p>Translation 8.1 Text-book will be translated to the national languages. It was agreed to send translated material to Prague till 30/4/2003. Internet course will be based on local versions. Internet course will be checked during the Finland 2003 meeting and printed to CD. 8.2 Page for Internet 8.3 <u>Zdenek asked to keep the format</u> (“style”) of translations of textbook as close as possible to the English text format. It will very help him to fill the RoboHelp.</p>	All
9	<p>Production 9.1 Local version of the text-book was decided to <u>print locally</u> by national partners. 9.2 CD was offered to be printed in Prague for all partners based on Internet version after Finland meeting.</p>	All Wald
10	<p>Dissemination 10.1 All partners agreed to prepare <u>local seminar</u> based on text-book – dates of the seminars will be announced till 15/4/2003 Prague, CZ – 6/11 Timisoara, RO – 23/10 Thessaloniki, GR – ?30/10 (I lost the date) Rotterdam, NL – 19/3 (I am not sure of Dutch) Deadline for the local seminars – before end of the project. 10.2 Second run of <u>Advertisements</u> will start April 2003. The parties they did not finish the first on are asked to finish it. The parties were asked to send to Prague their publications related to project. The two paragraph help for Advertisement was made in Prague see at http://www.fsv.cvut.cz/~wald/Leonardo-CESTRU Co/List_of_Technical_Documents.HTM</p>	All

No.	Topic	Action
11	<p>Pilot Internet seminar Pilot Internet course will be organised in October (3rd or 11th) at 15:00 CET. The course will be broadcast from Lulea – lecture about 45 minutes. All partners are in charge to organized audience at local sites.</p>	MV
12	<p>Text-book review 12.1 Improvements of the final version of text-book were made during the meeting. All chapters were examined (deleting, last changing of the sentences). 12.2 The responsible authors promised to finalise their chapters till 23/3. 12.3 <u>The Figures need to be originals</u>. The copies from standard and from books are not acceptable due to the copyrights. The responsible authors promised to take care of it and deliver the originals. 12.4 The responsible authors promised to have a look on <u>company and parties names</u> in text to be references only, not in the main text.</p>	Responsible authors Responsible authors
13	<p>Time schedule Table of actions below summarised the agreed time schedule-</p>	All
14	<p>Project management <u>Results of Interim report:</u> 1. <u>travel costs</u> – also for travel in private vehicle petrol's bill and declaration of the costs according to the national rules are needed 2. <u>subsistence cost</u> – hotels bill and declaration, that the expenses was calculated based on the national rules and does not exceeded the Leonardo limit (for Czech Republic maximum per day 214,- EURO) <u>production costs</u> – copy of the invoices for the production of text-book <u>Final report:</u> 1. All relevant documents for expenses have to be sent to Prague till 30/10 (for whole budget – 100%) 2. After receiving of the relevant document will be sent the rest of the budget (till 70% we received now). Last 30% of the money will be sent after evaluation of the Final report of the project by Leonardo office (tree months as minimum).</p>	All All All
15	<p>Date and place of next meeting following ECCS TC 10, Helsinki, 11-13/9/2003 9:00-12:00</p>	
16	<p>Closure of the meeting chairman thanked all colleagues for fruitful contribution</p>	

LIST OF ACTION

Deadline	Action
April 15	Additional material for the internet version (photos, videos, excel sheets, worked examples and animations of design cases)
April 15	Price of Publication of text-book by partners to be sent to Prague
April 15	Date of Local seminar to be sent to Prague
April 30	Translation of the text-book which should be sent to the editor (Sokol)
April 30	Final decisions of responsible authors for each chapter additional material for Internet course
May 15	Translated bullets to be sent to the editor (Sokol)
September 1	Publication of text book
October 3 15:00 CET	Pilot Internet course - will be broadcast from Lulea
November 30	Publication of Information in local journal, see master page
November 30	Organisation of the Local seminars will be finished
November 30	All financial documents in Prague