



MINUTE OF WORKGROUP SECOND PROJECT MEETING IN BARCELONA EUROPEAN CNC-NETWORK - PENNY PRESS MACHINE FOR EUROPE

Meeting Description	Second Project Meeting in Barcelona
Meeting hosted by	Escoles Professionals Salesianes, Institut Politècnic, Barcelona
Date / Time / Place	e.g. Friday, 6 th March 2020, Room No. G304
Name of Workline	e.g. Workline D – Support
Name of Workgroup	e.g. Video Conference

Representative workgroup member	[ES] Eric Santiago
Co-representative workgroup member	[ID] Firstname Name

Further workgroup members	[AT] Patrick Schmid
	[LU] Melina Preka
	[NO] Josef Lianes
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Minute written by	[DE] Heiko Dehne
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Description of work progress: Topics / Tasks / Results / Decisions / Facts of importance	Responsible school(s) or person(s) incl. deadlines
<p>In the Last meeting we discussed further steps which includes:</p> <p>How and when video conferences take place</p> <ul style="list-style-type: none"> - The representative workgroup member has to set up date and time and needs to inform the other group members <p>How often these conferences will be</p> <ul style="list-style-type: none"> - We decided once a month <p>How to summarize the conferences</p> <ul style="list-style-type: none"> - Somebody has to keep the minutes 	

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