# 3rd PRESLHY Coordination Committee CC Meeting

Date: 23.03.2018; 14:00-15:30

Venue: virtual (Invitation for GotoMeeting)

## Invited / Participants:

|  |  |  |
| --- | --- | --- |
| Jedicke, Olaf (IKET) | [olaf.jedicke@kit.edu](mailto:olaf.jedicke@kit.edu) | OJ |
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| Beatrice FUSTER | [beatrice.fuster@airliquide.com](mailto:beatrice.fuster@airliquide.com) | BF |
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| Thomas Jordan | [thomas.jordan@kit.edu](mailto:thomas.jordan@kit.edu) | TJ |

## Agenda of the Meeting:

1. Approval of minutes and check of actions (TJ)
2. Administrative issues (OJ)

3) Status of deliverables (TJ)

4) Preparation of Kick-off Meeting (TJ)

5) Actions (TJ)

## (Draft) Minutes:

1. Approval of minutes and check of actions

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1. Administrative issues

…

1. Status of deliverables

…

1. Preparation of the Kick-off Meeting

…

1. Actions

|  |  |  |  |
| --- | --- | --- | --- |
| **Action No** | **What** | **Who** | **When** |
| ~~CC1.1~~ | ~~Grant Agreement to be signed~~ | ~~NCSRD~~ | ~~asap~~ |
| ~~CC1.2~~ | ~~Clarify problems with signature~~ | ~~HSL~~ | ~~asap~~ |
| ~~CC1.3~~ | ~~Provide banking information~~ | ~~all but AL, ProScience, KIT~~ | ~~asap~~ |
| CC1.4 | Provide feedback on Consortium Agreement | all | asap |
| CC1.5 | Check the Deliverable list on website esp. for WP6 (consistent with contract) | TJ | asap |
| ~~CC1.6~~ | ~~Organise doodle request via website~~ | ~~TJ~~ | ~~asap after CC1.7~~ |
| ~~CC1.7~~ | ~~Introduce safety certificate on www.preslhy.eu~~ | ~~TJ~~ | ~~asap~~ |
| ~~CC1.8~~ | ~~Check extension of virtual meetings with common desktop (webex, or Skype for business) and doodle for next CCM~~ | ~~TJ~~ | ~~asap after CC1.7~~ |
| CC2.1 | Check consistency of IPR listed in the contract with the CA content and rather provide a link in the CA | Jedicke | asap |
| CC2.2 | Provide all project documents via download from website | TJ | asap |
| CC2.3 | Every CC member tries to login on [www.preslhy.eu/wp-admin](http://www.preslhy.eu/wp-admin) | WP leaders | asap |
| CC2.4 | Distribute Kick-off date and draft agenda as invitation | TJ | asap |