

## Meeting Minutes Denmark, Wednesday 3. February 2010

Participants: Kent Andersen and Lone Olsen

### Main Points:

1. Project status
2. Feed back
3. Exploitation and documentation
4. Facebook group and blog
5. T-shirts
6. Quarterly reports
7. Online project meeting

The first manual is ready for use ( Simulations). New video instruction for using a "Drop Box". A new and better version of the Text Blender is ready. The prints for the project T-shirts are ready for production. Serhat and Burak are still working on the last details for the production. The brochure has been translated and has been printed and sent to all partners.

The Lithuanian partner only received feedback from Denmark on their work with the manual for simulations. Feed back is an important part of the project work and everybody must give some degree of feedback on the project work. As agreed on the first meeting, feedback should be given within a week.

It seems that everybody is working actively with disseminating the project. It is important to document all activities of dissemination and exploitation. Kent has for example a record of 267 emails connected to the project. Every email, link, telephone call, meeting, conference or television program is useful for dissemination. So, prepare a list/document with an overview of all activities. The list must be handed in with the quarterly report which is due 28. February 2010.

We have 43 members of the Face Book group. Those of you who spend a lot of time on face book can you be our ambassadors?

We will have a project online web meeting next time we have a status meeting here in Denmark – The Turkish partners were on holiday, so we will wait until they are back at school.

5. February 2010, Lone Olsen