**Work package (number / title)**

**Work package leader :**

**Venue :**

**Date :**

**Agenda :**

**List of participants**

|  |  |  |
| --- | --- | --- |
| Name | email | Present (Y/N) & SIGNATURE |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

(evtl Photo)

Collect all power point presentations and make them available on the intranet (contact [info@sine2020.eu](mailto:info@sine2020.eu))

**Detailed** points incl discussion and outcome

Agenda item 1

Agenda Item 2

Etc

**Decisions taken ...**

**Tasks / responibles**

|  |  |
| --- | --- |
| Task # / Sub task # | Responsible person / entity |
|  |  |
| Example: |  |
| Task1.1 | John Wayne (ILL) with input on ABC from Jane Fonda (ESS) to study the selection of material XYZ.  Expected achievement till next meeting in Silver City in 6mths time:  Selection of material and first tests done |
| Task 1.2 | X to exchange with Y bilaterally in order to set process and inform WP leader asap. |
|  |  |

**Deliverables (due in this period)**

|  |  |
| --- | --- |
| Deliverable # | Status |
| Example |  |
| D1.1 Report on material study (Month 6) | Will be circulated to all just after meeting for comments |
|  |  |
|  |  |
|  |  |