

AGENDA 2ND TRANSNATIONAL MEETING, PFUNGSTADT

Oktober 2, 2017, 9:00-17:00

A number of us will stay at the **Sheraton** of Frankfurt Flughafen.

We will leave monday morning 8:00 with a hired car. Silvester will inform you where to meet.

Wilhelm Büchner Hochschule (Wilhelm Buechner University of Applied Sciences – WBUAS)
Ostendstraße 3
64319 Pfungstadt

1. 9:00 - Greetings and hello's, sign the attendance sheet (**Silvester** and **Robin** prepare)
2. 9:15 - Exchange of information and discussion about the Consortium Agreement - Finalization. **Everybody**
3. 9:30 - Google Drive structure. **Silvester, Michael.**
4. 9:45 - Format for IOs (template reports and products). **Silvester** (preparation by **Robin**)
5. 10:00 - Current depletion of budget and working days. Workday registration and distribution of work over the IOs, **Silvester** (and **leaders of the IO's**)
6. 10:30 - coffee break
7. 10:45 - Reporting: what do we need to report to Erasmus+ in the coming two years **Silvester**
8. 11:15 - Projectplans: what is the planning for **everyone** for next year. What is it you need to progress with the IO?
9. 12:30 - Lunch
10. 13:30 - Website and Newsletters **Gwendoline**
11. 13:45 - Upcoming reach-out meetings and dissemination (with target groups) **Gwendoline**
12. 14:15 - Reporting about the experiments (numbers). Format by **Silvester**. **everyone** fill in upcoming experiments. Survey with Qualtrics - how does it work ... (**Amanda, Sulany, Sabine, Silvester**)
13. 15:00 - coffee break
14. 15:15 - Exchange of information and discussion about privacy by **Michael** and **Wurbling** (@**Gwendoline**: also **involve** Wim Lamotte and Benny Daems). For **everyone** involved bring along your official documents up to now, translated into English (Deeple.com does quite a reasonable job)
 - a. Processor Agreements
 - b. Data Classification
 - c. Privacy Impact Assessment
 - d. Legal notices (consent texts) supporting the legal acceptability of collecting ID information and Video Information for the purpose of assessment
 - e. Risk Acceptance Forms
15. 16:45 - Final round of questions and a final drink
16. 17:15 - drive back to Frankfurt Airport - arrive there around 18:15

ONLINE DOCUMENTS

- Project Plan:
https://docs.google.com/document/d/1rMpN1_e2IUSleuR6VroHGfthrADwwdonlOh3TMCgAk0/edit?usp=sharing
- Forecast Working hours - Project Activities:
<https://docs.google.com/spreadsheets/d/1vk-nVupcnX1NzqsFjblcixh9gNllhB3VLj2Y2siOq7l/edit#gid=1808416429>
- List of Experiments: what is the current status:
<https://docs.google.com/spreadsheets/d/1vk-nVupcnX1NzqsFjblcixh9gNllhB3VLj2Y2siOq7l/edit#gid=1808416429>
- Instructions for filling out the working days form:
https://docs.google.com/document/d/16WJFs7cmLJb3_wumpbqd8f0DREcZgzT1WJAGczDqVsY/edit#