

Minutes UFO Meeting

Date of meeting
18th November 2010
Matthias Balzer

Participants

T. Baumbach, T. dos Santos Rolo , A. Stößer (ISS)
M. Weber, C. Buchwald, A. Kopmann, M. Balzer, U. Stevanovic, S. Chilingaryan (IPE)
V. Asadchikov, B. Roshchin, A. Buzmakov (SCI)
S. Tsapko, V. Reznichenko (TPU)

Topics

New project participants

Anne Stößer Administration (ISS)
Boris Roshchin, Alexey Buzmakov (SCI)
Suren Chilingaryan (IPE)

1. Introduction of action list

Matthias Balzer introduces the new Excel based action list. New actions are appended to the list and completed actions will be marked. The list will be sent with every invitation to the project participants

2. Status of actions

Review of the action list.

3. Minutes of last meeting

The minutes of the previous meeting (12.11.10) were sent to the participants and have been approved.

4. Preparation of KoM at 24th November

- KoM will be organized by Christiane Buchwald and Matthias Balzer.
- The responsible persons for the presentations have been identified and shown in the agenda.
- The agenda is discussed and approved.

5. Short reports of the preparation

- Tomy dos Santos Rolo gives an overview about preparation meetings with Victor Asadchikov. The result will be discussed on the KoM.
- Andreas Kopmann presents the results of the meeting about WP3 and WP4.
- Matthias Balzer reports on the discussion with Tomy dos Santo Rolo. The meeting focused on the actions in the WP4.1.

6. Miscellanea

- List of project participants. (Action)
- A Mailing List should be established. A responsible person will be found.

- The WEB page of the UFO project is an important element for the representation. In a few months time, a person of ISS should maintain this page. In the mean time an interim solution has to be found.
- Scholarship for Russian students (Action)

7. Next meeting 26th November in building 329, room 305 at 14:00