

# Minutes UFO Meeting

Date of meeting  
26<sup>th</sup> November 2010  
Matthias Balzer

## ***Participants***

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

## ***Topics***

### **1. Minutes of Last Meeting**

The minutes of the previous meeting (18.11.10) were sent to the participants and have been approved.

### **2. Action List**

Review of the action list.

### **3. Update Action List**

The actions for WP1 and WP2 are updated in the action list. The WP specific actions should be managed by the WP leader in future.

### **4. Introduction of Project Folder**

Anne Stößer will give an introduction in the project folder of the other ISS project, after this meeting.

### **5. Miscellanea**

- A Mailing List should be established. A responsible person will be found. Matthias Balzer will report about the different realizations of a mailing list
- The external Web Page is managed by Florentina Alecu ISS.
- Funding for russian Master and PhD students will be clarified by Frau Badeva and Christiane Buchwald.
- UFO LOGO. Everybody is asked for a proposal.
- A diagram with a definition of the different hardware parts has to be prepared. The idea is that the same expressions are established in the project group.

### **6. Friday Meeting**

In future each Friday meeting should have focus on one WP.

### **8. Next meeting on 10<sup>th</sup> December in building 329, room 305 at 14:00**