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| TC250/SC7/EG0 | | | | | 08th June 2011 | |
| 15.00 CET/14.00 GMT | |
| Teleconference | |
| Meeting called by: | Andrew Bond (AB) | Notes by: | | | AB | |
| Attendees: | AB, Giuseppe Scarpelli (GS), Eric Farrell (EF), Trevor Orr (TO), Andrew Lees (AL), Martin Vanicek (MV), Giuseppe Scarpelli (GS), Norbert Vogt (NV), Liudvikas Furmonavicius (LF), Lovisa Moritz (LM) | | | | | |
| Apologies: | Leendert Buth (LB), Christian Moormann (CM), Bernd Schuppener (BS) | | | | | |
| Pre-meeting documents: | 1. Email sent on Mon 06/06/2011 regarding ‘web conferencing service offered by CCMC’ 2. Email sent Wed 08/06/11 with same tile as above, but with attached spreadsheet containing names of all delegates on EGs | | | | | |
| Agenda Items | | | | | | |
| Topic | | | Presenter | | | Time Allotted (mins) |
|  | | | | | | |
| 1. Introduction of chairmen of EGs | | | | AB | |  |
| 1. Overall aim of the EGs | | | | AB | |  |
| 1. Scope of each EG | | | | AB | |  |
| 1. Membership of EGs | | | | AB | |  |
| 1. Kick-off meetings for each EG | | | | AB | |  |
| 1. E-meeting platform | | | | AB | |  |
| 1. Deliverables/timetable of work | | | | AB | |  |
| 1. Closure | | | | AB | |  |
| Notes of meeting | | | | | | |
| **Action** | | | | **By** | | **Due by** |
| Chairman to write to all EG delegates introducing relevant chairman and explaining future actions and timetable (cc to all EG chairs) | | | | AB | | 10/06/11 |
| EG chairs to contact all members of EG to arrange kick-off tele-meeting (cc to AB) | | | | All Chairs | | Asap after above |
| Each EG to hold ‘kick-off’ tele-meeting with all members of its EG | | | | All Chairs | | End June 2011 |
| Each EG to prepare a ‘scope or work’ for submission to the Management and Oversight committee for review and comment | | | | All Chairs | | End July 2011 |
| Chairman to circulate outline timetable for evolution of Eurocode 7, based on latest TC250 time estimates | | | | AB | | 10/06/11 |
| Chairman to act as ‘guinea pig’ for anyone wanting to test out CEN’s tele-meeting facilities (GoToMeeting) | | | | All Chairs | | On request |
| Chairman to resend previous emails to ensure receipt by all | | | | AB | | 10/06/11 |