

**SIXTH FRAMEWORK PROGRAMME  
PRIORITY 2**



Specific Targeted Research Project

**ROBOT@CWE**

Advanced robotic systems in future collaborative working environments

Contract Number 034002

**Deliverable 5.5@M11:  
1<sup>st</sup> regular meeting of the management board**

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	WP5	<i>Management of the project</i>			
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	T5.1	<i>Management and Coordination</i>	Minutes of the first regular meeting of the management board at Munich		
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Dissemination level		
PU	Public	<b>X</b>
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

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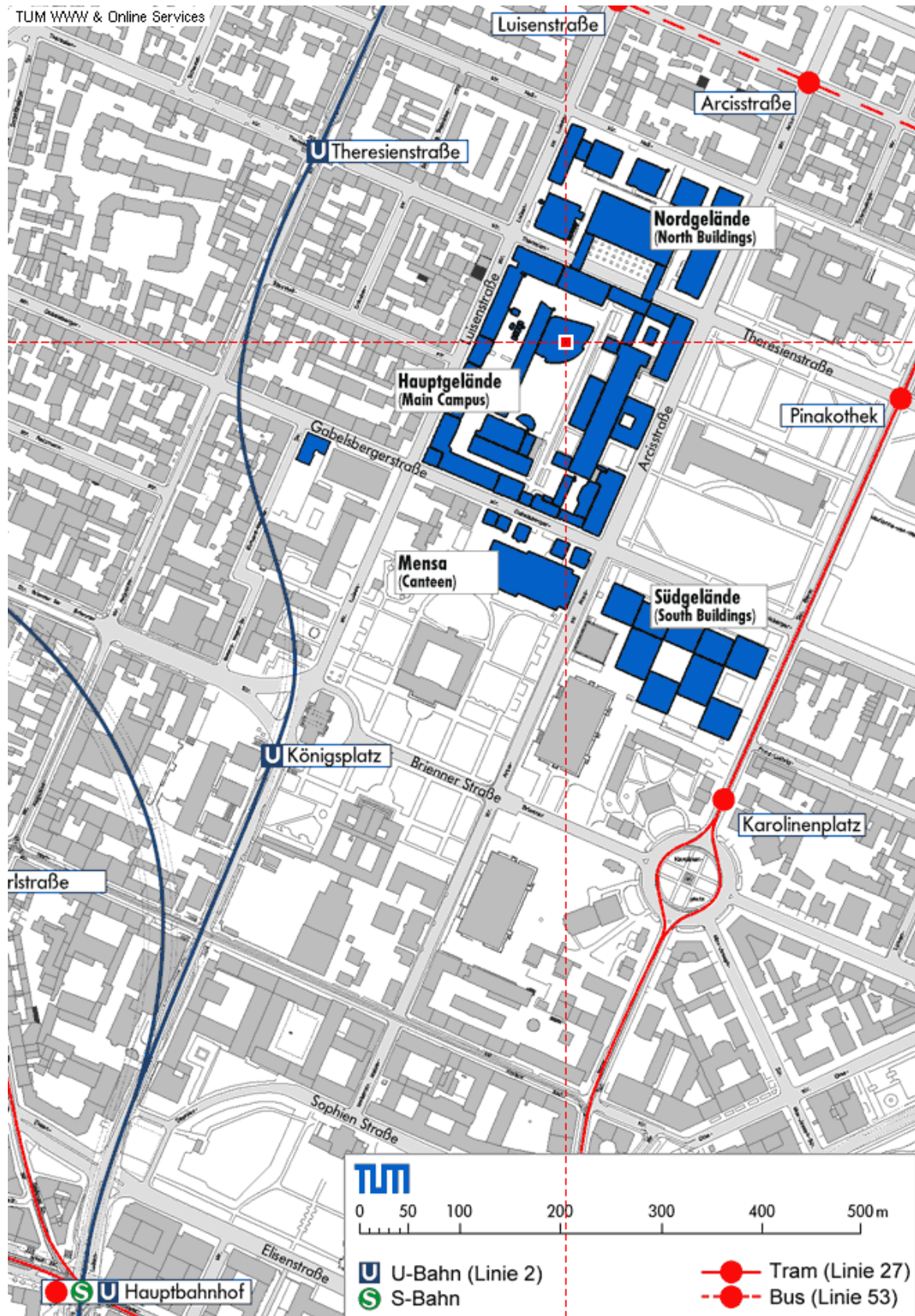
## 1. Participants

CNRS	Abderrahmane Kheddar
AIST	Eiichi Yoshida
UC3M	Carlos Pérez, Paolo Pierro
ICT&S	Astrid Weiss
HP-EIC	Lorenzo Blasi
SAS	Jérémi Gancet, Michel Ilzkovitz
EPFL	Aude Billard, Sylvain Calinon, Elena Gribovskaya
DRAGADOS	<i>Not represented</i>
TUM	Andrea Bauer, Martin Buss, Andreas Schweinberger, Dirk Wollherr
EC-Project Officer	Michel Brochard

## 2. Agenda

9h00–9h30	<ul style="list-style-type: none"> <li>• Arrival of participants</li> <li>• Welcome message</li> <li>• Presentation of the advancement of management part</li> </ul>
9h30–12h00	<p>Technical presentation of scientific achievement per partner</p> <ul style="list-style-type: none"> <li>• CNRS – AIST (JRL) (25mn)</li> <li>• UC3M (15mn)</li> <li>• TUM (15mn)</li> <li>• PLUS (15mn)</li> <li>• EPFL (15mn)</li> <li>• DRAGADOS (15mn)</li> <li>• HP – EIC (15mn)</li> <li>• SAS (15mn)</li> </ul> <p>PO (M. Brochard) words/presentation</p>
12h00–13h30	Lunch
13h30–14h30	Visit of LST – TUM
14h30–16h00	<ul style="list-style-type: none"> <li>• Screening of collaborations among partners</li> <li>• Preparation of the 1<sup>st</sup> year scientific progress report</li> <li>• Preparation of the 1<sup>st</sup> year scientific management report</li> <li>• Technical discussion on upcoming deliverables</li> <li>• Assigning quality reviewers on upcoming deliverables</li> <li>• Reviewer meeting</li> <li>• Fixing place and time of the review meeting</li> </ul>





## 4. Minutes

The meeting started as scheduled and each partner presented its technical achievements.

Partner Dragados apologized for not being present at the meeting because of the changes that occurred in the Dragados R&D department. M. Carlos Bosch is no longer representative of ROBOT@CWE at Dragados and the new corresponding persons are:

Dr. Jesús Rodríguez, and  
Dr. Miguel José Segarra Martínez

Hereafter is the copy of the correspondence

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*Dear Professor Kheddar,*

*I am writing you on behalf of DRAGADOS to apologize us for not being able to attend to the first regular meeting of the Management Board of [Robot@CWE](#). The reason for this absence is that we are currently under reorganization of our R&D department. As a consequence, a new R&D Director, Dr. Jesús Rodríguez, has been appointed in DRAGADOS being effective as of today, 1st October 2007.*

*Please, transmit our apologies to the reminder partners of the Management Board and to the PO, Michel Brochard. I'd be happy if you send me the minutes of the Management Board meeting when they are ready so we are aware of the meeting contents and decisions.*

*Best Regards,  
Miguel Segarra*

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### 4.1. Logo

Our PO pointed the importance of having a logo and a single style presentation power-point template. After the meeting a call for logo proposal has been made and PLUS proposed a nice logo that has been agreed on by all the partners. The logo drawing is represented in [Figure 1](#).

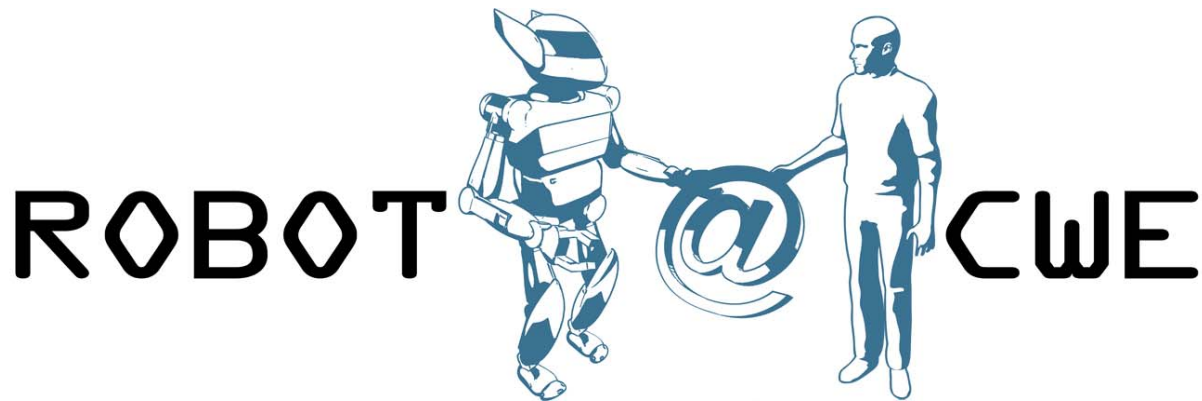


Figure 1 - Logo of ROBOT@CWE proposed by PLUS.

## 4.2. Responsibilities for deliverables at M18

The abstracts, the extended summary and the content plan of the deliverables due at M18 (i.e. end of April 2008) must be ready for the next meeting. The responsibility of each deliverable has been confirmed. Each deliverable has been attributed with two quality reviewers (i.e. two partners from the project) that are different from the deliverable leader.

## 4.3. Review meeting

The first project review meeting will hold by the end of January (very likely January 28 and 29, 2008) at EPFL Lausanne, Switzerland, and will be hosted by Professor Aude Billard.

The day of 28 January will be dedicated for the preparation of the review meeting presentation and 29 January will be the review meeting.