**Innovative 3D training platform for Recycling of Waste Electric and Electronic Devices**

Application n°: **540527-LLP-1-2013-1-GR-LEONARDO-LMP**

Project acronym: **RECDEV**

**3rd Skype Meeting - 24/09/2014, 12:00 Gr. Time**

**AGENDA**

1. **Legal Documents - Aspects**
* Consortium Agreement (CA) with Amendment No1 – Has been sent to all partners in 7 original copies – Acknowledge reception
* Any other topic raised by the partners
1. **Mid-Term Reporting**
* When - How
* Presentation/Discussion of the Excel File that all partners need to fill and send
* Discussion on the Documents supporting each Category of Expenses and have to be sent scanned
* Presentation from all partners of the expenses per category achieved up to September 2014
* Any other topic raised by the partners
1. **Work Packages Development – Presentation from all partners of completed and planned activities**
* WP1 Project Management (ARVIS)
* WP2 Quality Assurance (ARVIS - STENUM)
* WP3 Development of the training methodology and scenarios (ARVIS)
* WP4 Development and setup of the virtual environments (ARVIS-OMEGATECH)
* WP6 Dissemination (NCSPC)
	+ Discussion about the publication we need to release this time according to the dissemination plan
* Any other topic raised by the partners
1. **Past and Upcoming Dissemination Events and Meetings**
	* ERSCP 2014, Portoroz Slovenia (3 Days – 14-16 October 2014)
		+ Registration
		+ Papers - Stand – Posters – Project Presentation – General Participation
		+ Partners Meeting – when and where
		+ PREPARE synergies Meeting (if possible) – when and where
	* Graz, Austria Workshop and Steering Committee (2 Days – Late November)
		+ When – Where
		+ Organization
		+ Topics for presentation
		+ Participants
	* Discussion on the inputs from the target group after the seminar in Romania and how are we going to raise their interest on the RECDEV platform
2. **Next Skype meeting**
3. **Any other Business (AOB)**

Time schedule: ~1 ½ hours