

Minutes of the 1<sup>st</sup> Working Group Committee Meeting of the COST Action

## **CA20130 – European MIC Network – WG3 Development of innovative monitoring technologies**

*Online MS Teams meeting*

*22nd January 2022*

*Hosted by WG 3 Chair: Matthew Snape*

**COST Association AISBL**

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COST Association  
International non-for-profit organisation  
Association internationale sans but lucratif

Register of legal Entities Brussels:  
0829090573



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**Meeting Request:** 17 Accepted, 5 Tentative, 6 Declined (MS Teams access is limited to 30 attendees)

**Attendance:** 20 Attendees (listed below)

Marina Milenković  
Matthew Snape  
Ivana Dinic  
Jan Kuever  
Judit Knisz  
Olga Marchut-Mikołajczyk  
Andreu Ruiz  
Turid Liengen  
Sanja Martinez  
Andreas Erbe  
Iannucci Leonardo  
Jeroen Billen  
Rajala Pauliina  
Herman de Vries  
Elsa Georgiza  
Elsemieck Croese  
Maria Salta  
Yolina  
Παναγιώτα Βασιλείου  
Husnu Gerengi

The Meeting 2 meeting recording failed and presentation slides will be sent with these minutes.

The following key discussion points were raised during the meeting:

Discussion Point	Raised by	Agreed Output
Task Feedback	Matthew Snape	Ongoing knowledge and document sharing demand but requires a file repository to aid sharing with all WG members
Malaga Agenda	Matthew Snape	Shared during meeting and agreed
File Sharing – gaps with G Drive	Matthew Snape	Review with other WG and MC @ Malaga on the optimal route and direction. SLACK will drive communication but can we securely store files?
Inter WG communication, collaboration and streamlining	Judit Knisz	MC focus in Malaga to provide direction; WG cross communication will be essential to assure we don't duplicate efforts
Communication Updates	Herman de Vries	Website near completion, Slack update, Torben has created Dropbox option (noted access is also a concern).
Overall Discussion Points (as per slides)	Matthew Snape	Several feedback demand as action log below
Future Meeting Dates	Matthew Snape	Outline to meet every 8 weeks as a WG Team via MS Teams – Next WG3 meeting 3 will be late May 2022
MC and WG meetings	Matthew Snape	Malaga, Spain: 29 <sup>th</sup> March

		Berlin, Germany: 25-26 <sup>th</sup> August
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The following key action points were promoted for WG3 Member execution:

Action	Raised by	Planned Execution	Deadline
1) Malaga meeting engagement and support	Matthew Snape to all WG3 Members	Planned schedule provided including 2 presentations and an interactive discussion on electrochemical methods with active participation advised from all WG3 members	N/A
2) Feedback required to communications team on attractive key words for WG3	Matthew Snape to all WG3 Members	Provide email feedback to Matt on potential additions to the website and communication content	25 <sup>th</sup> March 2022
3) Feedback required for 2022 and beyond budget plans	Matthew Snape to all WG3 Members	Send email with outline to Matt Snape and Nicole Dopffel for review	10 <sup>th</sup> April 2022
4) Volunteers for Technical Governance / Technical Authors and Subgroup leads requested	Matthew Snape to all WG3 Members	Send email with outline to Matt Snape and Nicole Dopffel for review	10 <sup>th</sup> April 2022
5) Next WG Meeting	Matthew Snape to all WG3 Members	To be proposed post Malaga	10 <sup>th</sup> April 2022