

Meeting Name: M48 ExCom and M48 General Assembly

Meeting Date: 29/11/2017

Meeting Venue: HZB, Berlin, Germany

M48 ExCom - 29/11/2017

Agenda Item	Description	Speakers	Starting time	Duration
ExCom meeting	For each WP - 15 minutes per WP Remarkable points/ issues during Year 4 (M37-M48) Deliverables & Milestones status (pending and upcoming) KPI values at M48	WP Leaders	09:00	03:00
END OF THE EXCOM MEETING			12:00	

M48 GENERAL ASSEMBLY - 29/11/2017

Agenda Item	Description	Speakers	Starting time	Duration
GUEST ARRIVAL AND LUNCH			12:00	01:30
Welcome & introduction	Welcome by the host Welcome by the Coordinator, agenda presentation and objectives of the meeting	DTU Jan Kroon (Coordinator / ECN)	13:30	00:15
General update about project issues	Project objectives and expected progress for P4 Decisions and actions agreed during the last meeting Deliverables and milestones at the project level Global manpower and costs Main problematics	Jan Kroon (Coordinator / ECN)	13:45	00:15
WP1 - Project Management	Day to day management and other management issues Technical and financial reporting at M48 Deliverables and Milestones at M48 Financial situation at M42 Administrative and Contractual issues	Jan Kroon (Coordinator / ECN) Maud Bossard / AYMING	14:00	00:30
WP2 - Fostering the use of existing facilities and expertise WP3 - Mobility, education and International Cooperation Activities WP4 - Dissemination, internal and external communication WP5 - Acceleration of innovations' implementation	Feedback on Year 4: M37-M48 Objectives, Technical progress during the period	Francesco Roca / ENEA Iver Lauer mann / HZB Karsten Bittkau / JULICH Máté Heisz / SolarPower Europe	14:30	00:30
COFFEE BREAK			15:00	00:30
WP6 - Ultrathin wafer development	Feedback on Year 4: M37-M48 Objectives, Technical progress during the period, Exploitable results Items to be discussed / adjusted for the final event	Kris Van Nieuwenhuysen / IMEC	15:30	00:25
WP7 - Cell processing of ultrathin wafers		Adrien Danel / CEA-INES	15:55	00:25
WP8 - Module development for ultrathin x-Si cells and thin-films		Paul Sommeling / ECN	16:20	00:25
WP9 - Advanced light management for thin-film PV		Martina Schmid / HZB	16:45	00:25
WP10 - Very low-cost OPV		Suren Gevorgyan / DTU	17:10	00:25
Conclusion	General conclusions, any other business, decisions and validation of the action plan	Jan Kroon (Coordinator / ECN)	17:35	00:25
END OF THE MEETING			18:00	