

**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
<b>ExCom meeting</b>	<b>For each WP - 15 minutes per WP</b> Remarkable points/ issues during Year 4 (M37-M48) Deliverables & Milestones status (pending and upcoming) KPI values at M48	WP Leaders	09:00	03:00
<b>END OF THE EXCOM MEETING</b>			<b>12:00</b>	

**M48 GENERAL ASSEMBLY - 29/11/2017**

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