



EP 29049

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General

Date: 23rd February 1999

Location: everywhere

Participants:

Carlos	Guedes Soares	IST
Clemens	Odendahl	University of Saarland
David	Jaramillo	Germanischer Lloyd
Heidi	Brovold	Det Norske Veritas
Jochen	Haenisch	Det Norske Veritas
Per Kristian	Jonassen	Marinor
Peter	Wieland	Det Norske Veritas
Sotiris	Makris	University of Patras

Called but not reached:

Antonio Rodrigues (Lisnave)

Paulo Soares (Marenostrom)

Distribution to:

All project members

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1 The logo

The vote for the logo is finished and the proposal for Clemens (IW_i) was elected as the new official MARVIN project logo.



Thanks for all partners presenting proposals and congratulations to Clemens.

2 ATS toolkit for modelling UML

The MARVIN project got 6 licenses of the ATS toolkit for free from IW_i. The toolkit allows to model UML. Some partners (e.g. GL) already use another modelling tool (Rational Rose) and we will see during the workshop if models can be transferred between the tools. If this is possible each partner can model in a tool of his own choice, if not, the project uses ATS due to conformity reasons. Clemens will send the software to the partners involved in modelling (GL, IST, IW_i, LMS, Marinor and DNV). Prior to the workshop they can install the toolkit and identify questions/problems that can be addressed during the workshop. We got 6 licenses in total, i.e. the project has one spare license at the moment. If there is a need from any other partner, please contact the PM.

Reference	Who + Description of Action	Status/Result	Due
Act-TelC-2-01:	Clemens sends a copy of the ATS toolkit to GL, IST, LMS, Marinor and DNV	Action Clemens	(03/03/99)

3 The workshop in Saarbrücken/Germany

- **Date:** The partners agreed on having the workshop in Saarbrücken/Germany, the 18th and 19th of Mars 1999.
- **Participants:** Peter suggested that not only the modellers (GL, IST, IW_i, LMS, Marinor, and DNV) but also those who contribute to the models (all others) should participate in the workshop. It is much easier to get the models correct when we are all together, and as these models are the base of all further work, it is essential to get them right. In Oslo, during the kick-off, we could clearly see the necessity of further clarification in order to be able to come up with correct models.
- **Agenda:** The workshop should start with not more than half a day with introduction to the ATS toolkit and the UML terminology to lift the participants up to an

approximately equal level of basic knowledge. Detailed knowledge of the toolkit can be acquired at each partners site afterwards. The main part of the workshop should be used to model the scenarios. It is essential for the success of the overall project to get these models right. Therefore we should use the two days we are together to do this job in the best possible way.

Reference	Who + Description of Action	Status/Result	Due
Act-TelC-2-02:	Clemens sends a proposal for the agenda, travel description, and hotel information to Peter	Action Clemens	05/03/99
Act-TelC-2-03:	Peter sends the agenda and the information to all partners	Action Peter	10/05/99

- **Preparation:**

Heidi suggested that we all do some preparations: Each partner should prepare a business process model related to their own role in the chosen case. This modelling can be done in any tool or by a simple textual description. On the first day of the workshop these models could be realised in ATS, maybe in a simplified way. The second day we should concentrate on modelling the fundamentals needed for our project - as Clemens suggested."

Reference	Who + Description of Action	Status/Result	Due
Act-TelC-2-04:	All partners model their own role in the chosen case	Action all partners	18/03/99

4 Infrastructural needs for further communications (NetMeeting, BSCW, Web, others)

- **Telephone conference:** The telephone conference seems to be an appropriate way of communication. The problem this time was that the conference started too early (future conferences will start not before 10:30 Oslo time) and that the maximum of participants is limited to 8. In the future the participants should call Peter to join the conference. The procedure otherwise takes too long time. Phone number will be provided in the call for participation.
- **BSCW-server:** A BSCW test-server was established by David (GL) and all partners were invited to test it. The response from those who did so far was very positive. All who didn't test the server should do it before the workshop. (David sent an e-mail with the URL of the server, if you didn't receive the e-mail, contact David directly) During the workshop Peter presents a proposal for how the project can use this server in the future and where to locate it physically.

Reference	Who + Description of Action	Status/Result	Due
Act-TelC-2-05:	All should test the BSCW server	Action all partners	18/03/99
Act-TelC-2-06:	Peter presents a proposal for how the project can use this server in the future and where to locate it physically.	Action Peter	18/03/99

5 Miscellaneous

5.1 Official letter for the delay of the schedule

The partners were reminded to send the official letter for the delay of the schedule to Peter. So far only IRI, IWi, Lisnave and LMS posted the letter.

Reference	Who + Description of Action	Status/Result	Due
Act-TelC-2-07:	Send the official letter for the delay of the schedule to Peter	Action GL, IST, Marenostrum, Marinor, Neorion	01/03/99

5.2 Consortium Agreement

Still some consortium agreements missing at DNV

Reference	Who + Description of Action	Status/Result	Due
Act-TelC-2-08:	Send the consortium agreements to Peter	Action IRI, Lisnave and Marenostrum	01/03/99

5.3 Project planning tool

David asked which tool to use for project planning (not all partners use MS projects) and Clemens mentioned a Web-based project planning tool that should be ready for use within the next weeks. The partners will evaluate this tool and decide during the workshop which tool to use in the future.

6 Date of Next Meeting

The next telephone conference will be announced at least 2 days in advance via e-mail. Note that the participants have to call rather than being called.

Annex A: List of Actions

NEW ACTIONS (Note PM = Project Manager)

Reference	Who + Description of Action	Status/Result	Due
Act-TelC-2-01:	Clemens sends a copy of the ATS toolkit to GL, IST, LMS, Marinor and DNV	Action Clemens	(03/03/99)
Act-TelC-2-02:	Clemens sends a proposal for the agenda and travel as well as hotel information to Peter	Action Clemens	05/03/99
Act-TelC-2-03:	Peter sends the agenda and the information to all partners	Action Peter	10/05/99
Act-TelC-2-04:	All partners model their own role in the chosen case	Action all partners	18/03/99
Act-TelC-2-05:	All should test the BSCW server	Action all partners	18/03/99
Act-TelC-2-06:	Peter presents a proposal for how the project can use this server in the future and where to locate it physically.	Action Peter	18/03/99
Act-TelC-2-07:	Send the official letter for the delay of the schedule to Peter	Action GL, IST, Marenostrum, Marinor, Neorion	01/03/99
Act-TelC-2-08:	Send the consortium agreements to Peter	Action IRI, Lisnave and Marenostrum	01/03/99

PREVIOUS ONGOING ACTIONS

No Actions from previous telephone conference. For the ongoing actions of the PSG, TC and WPs see the respective minutes.

Annex B: List of Resolutions

(Those deferred or rejected are greyed out)

Previous Resolutions

No resolutions from previous telephone conference. For the resolutions of the project see the projects Web site.