

**Minutes**

**CobBauge | Common video**

**19/03/2020 @9h**

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| Attendees: | **ESITC** Matthieu Dufeu (MD), Aurélie Gérault (AG)  **Behappix** Vincent Bailleul (VB) | **PnrMCB** François Streiff (FS) |

| **Item** |  | **Action** | **Status** |
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| **1.** | **Welcome** | | Open |
|  | Brief presentation from the Chair to explain the purpose of the meeting. |  |  |
|  | Meeting with ESITC Caen and PnrMCB to discuss financial aspects in particular. The next meeting and the following ones will be held with our Lead Partner, the University of Plymouth. |  |  |
| **2.** | **Common vidéo** |  |  |
|  | **Start of construction site EN**   * + - * FS is out of raw materials and companies are closed.       * ESITC has not yet received the sensors and no one to install them for the moment.   + ESITC inquires about the delivery date of the sensors. * Estimated restart of construction in May 2020. * Notify VB as soon as possible of the theoretical restart date. * Inform VB as soon as meetings are held with potentially interesting pictures taken. * Calendar with important events for videos.   **Financial aspects**   * Signed purchase order form is enough for Behappix. * FS and MD requested that the quote be redone, separating the actions for ESITC and for PnrMCB by estimating travel/accommodation expenses. * Make 1 estimate in two parts: 1 ESITC and 1 PnrMCB. * 30% at the time of order: will be divided in proportion to the budgets of the PnrMCB and ESITC. * To be formalised with 2 invoices. * Stipulate on the quotation: "fixed-price travel that may change...".   **Technical aspect**   * Rising mid-May over 5-7 days.   + Shooting possible for almost all WPT3 training videos in 2-3 days. * Find ideas for illustrations to be shown (WPT3 and WPC). * Codes and rhythms to be respected.   + FS has given a link where the videos seem to agree with what he wants.   [www.amaco.org](http://www.amaco.org) > vimeo.com/atelieramaco   * Ask UK partners for some examples of videos they would like to see. * VB prefers not to prepare the interviews (questions planned in advance...) because of a lack of spontaneity. * Finding relevant people for the WPC themes. * FS enquires about the contact of Pont L'Evêque (modern construction earth house). | ESITC  PnrMCB  ALL  AG  VB  VB  VB  VB  VB  PU opinion required too  ESITC/PNR  FS | May 2020  End of march |
|  | **Next steps**  1/ VB connects the specifications and makes a return with all its questions.  2/ Make a provisional calendar with the major events  of the project to anticipate/combine the travel of the agency + who to interview in the UK.  3/ FS is getting closer to premises that might agree to appear in our videos.  4/ Next meeting in 1 week if VB return on the specifications.  5/ To have all the information validated by all the partners of the project. | AG (FR side) + PU (UK side) | asap |