

**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** |
| --- | --- | --- | --- |
| **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).
 | ESITCPnrMCBALLAGVBVBVBVBVBPU opinion required tooESITC/PNRFS | May 2020End 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 |