Date of this meeting: **21-02-2017**

Time of this meeting: **15:00 CET**

***The following is to be filled in before the meeting.***

Attendees per university:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Saxion** | | **AAU** | | **UTP** | | **AGU** | |
| **Name:** | **Present?:** | **Name:** | **Present?:** | **Name:** | **Present?:** | **Name:** | **Present?:** |
| Morcel | Yes | Magnus |  | Anna |  | Ahmet |  |
| Alex |  | Daniel |  |  |  |  |  |
|  |  | Robert |  |  |  |  |  |
|  |  | Petr |  |  |  |  |  |
|  |  | Jacob |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Subject to discuss** | **Estimated time needed (In minutes)** | **University** |
| Collaboration contract, is it done? Can we sign it already? | 5 | Saxion |
| Registration of hours | 15 | Saxion |
| EduSpace document, has it been uploaded yet? | 5 | Saxion |
| Little things | 5 | Saxion |
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**Notes and agreements from this meeting as well as progress on previously made agreements below ↓**