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Minutes of project meeting and General Assembly

21 February 2013, Berlin

Meeting on WP2/WP3 End User and Installer Survey

Attendants:

- Bert Otto, Michael Buller, Tom Byrne, Eva Ravn Nielsen, Per Hjalmarsson
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1. Organisation of work flow was outlined and decided upon. The work flow scheme is attached.
 2. Michael will make sure that the returning surveys go through the “clean room” removing the unit id before passed on to us.
 3. We will make sure that the surveys answer all questions needed for the different partner (EIFER, Element, Imperial etc.)
 4. Tom will put the questions into Questback
 5. A point was made that filling out the surveys should be included in the contracts.
 6. Translation of surveys needs to be organised. It has been suggested to lay this burden preferentially on the research partners.

As a result of our Berlin meeting I created a schematic flow sheet of the procedure.

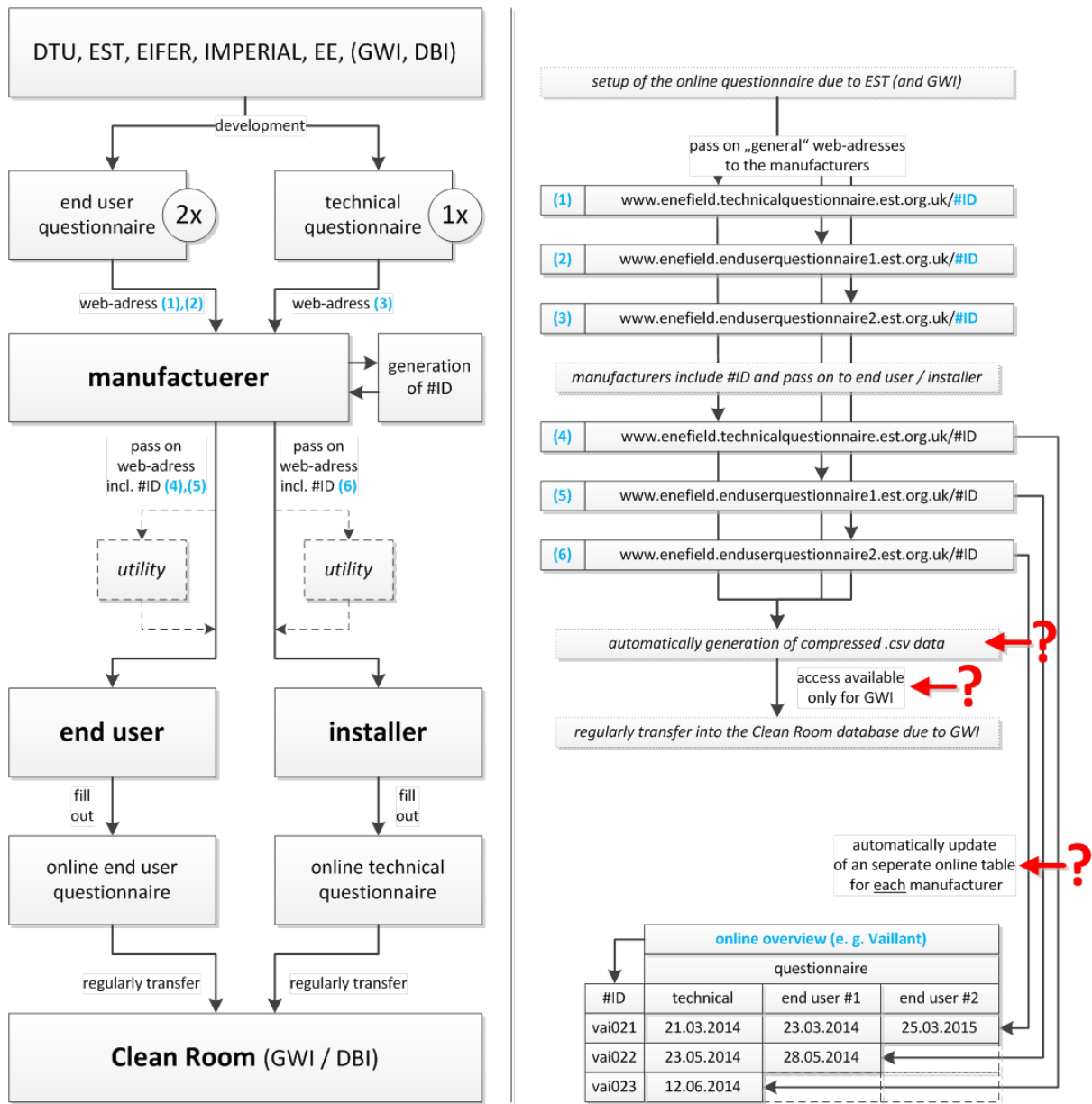


Image 1: Schematic flow sheet of the questionnaire(s) procedure

There are three comments regarding the procedure from my side:

- 1st: Tom, you told me that your survey tool creates .csv data. Can you please create an access to your tool to get an impression on how it looks like and how I to work with.
- 2nd: Regarding the safeness of the sensible information we have to make clear, that only the GWI (and DBI) have access to the online stored .csv data. We will pass on the needed data for your analysis after the Clean Room.
- 3rd: We talked about an online table with the information on which questionnaire has been filled out already. Tom, is there a possibility to do this automatically? I would like to have an specific table for each manufacturer (otherwise it would be traceable)