**Minutes**

**July 1st 2019, 10.30- 12.30, Belgrade, Cost building floor 2**

**15-16h30**

List of attendees here attached.

**1. Opening: Jorge**

**website**

**design**

**etc

1.1 Online platforms**

no database, as such

domain: writingurbanplaces.org/com

1.1.2. Access

WG1 and Core Group

Reserved area:

archive of minutes and previous communications, calendar, newsletter for edition (blackboard setting) as also other shared co-edited documents, email addresses (50)

1.1.3 Newsletter: every 3 months, online at website and via email too

responsible for: Onorina

mailing list

1.1.4.

1.2. Network Communications:

-in between WGs: liason elements: Onorina with WG2, Jorge with WG3, Marcel with WG4/ liason with Filipe - Alexandra, webpage content (reinforce the readability for mobile devices).

External communications:

Ideally, there could be a feedback loop between the working groups. WG2&3 start setting the framework, WG4 follows, reflect from WG2 and WG3, provide material for the midterm conference

Website: provide Filipe with a structure, a date and a briefing

Website: Tabs - About-Structure (WGs, people, contacts), Calls (Events, Journals, Mobity -Workhshops, Training Schools, STMS, Conferences-ITC), Newsletter, Library (Links to Outcome, papers, book, etc, Past Events, Bibliography, Glossary,..), Join (with form)

- a catchy sentence at website opening

- a catchy image

- automatic refresh of website cover with new updates

- FB mirrors website, Instagram (Likes, Share, moderate Comments?) FB-Tadeja, Susana Insta-Ornarina

August 15th (deadline for produce and deliver website content)

September 15th (website launching)

No raw data will be posted as it is.

1.3. Other: text revision: check

**Dissemination**Setting up website and database
two academic journals

-Edit an issue of the Writingplace journal

Discussion:

- would every working group edit an issue of the writingplace journal?

Also, we could attempt to have output of the network published through other channels

2nd part - Jorge presented a summary of today's decisions to share the WG3 today