**COST Action CA18203 - Action Title: Optimising Design for Inspection**

**Management Committee Meeting 2**

**On-line Zoom Meeting**

**15th October 2020**

**Coffee 9.30 to 10am – Bring Your Own!**

**Session 1 – Management Committee Meeting – 10am to 12noon**

1. Welcome to participants

2. Verification of the presence of two-thirds of the Participating COST Countries or, if applicable, a quorum

3. Adoption of agenda

4. Actions from last meeting

5. Update from the Action Chair

 a) Status of Action: start and end dates of Action, participating COST countries

6. Update from the Grant Holder

7. Update from Communications Officer

8. Update from the COST Association

9. Update from Working Groups

10. Scientific planning

 a) Scientific strategy (MoU objectives, GP Goals, WG tasks and deliverables)

 b) Long-term planning (including anticipated locations and dates of future activities)

 c) Dissemination planning (Publications and outreach activities)

11. AOB

12. Location and date of next meeting

13. Summary of MC decisions

14. MC Closing