

SUBJECT: First meeting regarding the project unit „Internet Crime“

Dear team members,

During your visit to Germany at the end of November, we are pleased to invite you to a first team meeting regarding the project unit „Internet Crime“.

The objectives of the meeting are to choose topics which we will deal with in our presentations and build international teams who will prepare the respective presentations. We would also like to plan the next steps for this project unit.

The meeting will take place at the vocational training college in Wipperfürth on 29 November from 8 to 10 o'clock.

Please refer to the agenda enclosed. If there is anything you want to be added to the meeting's agenda, please send us an e-mail. Please confirm your attendance by 20 November.

We look forward to welcoming you in November.

Kind regards

Your project partners from Germany

Agenda – Team Meeting

Date: 29 November 2016

Time: 8-10 am

Location: Vocational Training College Wipperfürth

Attendees: HBFIM

OBJECTIVES

Deciding on topics for the project unit “Internet Crime”, building international teams who will prepare presentations on these topics, planning the next steps for this project unit

SCHEDULE

- 1. Opening / Welcome (8:00-8:05)**
- 2. Brainstorming session and decision-making (deciding on topics) (8:05-8:50)**
- 3. Formation of teams (8:50-9:05)**
- 4. Brainstorming session (planning the next steps) (9:05-35)**
- 5. Adjournment**

ROLES / RESPONSIBILITIES

Minute-taker: R. E.

Chairs and moderators: J.-M. B. and J. S.