



2020-09-21

**Draft Agenda for the kick-off meeting of  
CEN Workshop - OYSTER on Materials characterisation -  
Terminology, classification and metadata**  
*05<sup>th</sup> November 2020*

**Venue**

**Go-to-meeting:**

**<https://global.gotomeeting.com/join/211420989>**

**Agenda**

**10.00 – 13.00**

1. Opening of the meeting
2. Roll call of participants
3. Adoption of the agenda
4. Introduction on CEN and on the Workshop concept
5. General presentation of the Workshop
6. Possibly other presentations
7. Election and appointment of Workshop Chair  
Confirmation of the Secretariat
8. Project Plan
  - a. Discussion and review of comments received
  - b. Adoption of the Project Plan (by consensus)
9. Organization of the technical work
10. Any other business
11. Next meeting, future actions and their assignment
12. Closure of the meeting