**Minutes telco 05.04.19**

**O2/A3 Upload of translated units in Moodle**: Units need to be translated by all partners so, the extra languages are imported. ATL will send to partners guidelines in June on how they can upload on Moodle.

**Final multiplier event in Brussels:** The project meeting in Brussels is confirmed for September 24th and 25th September, organized by OFE. The meeting will start from the midday. Another event of OFE with FSFE will be on September 26th.

**O3/A1 Draft Terms of Reference and Policy Brief:** OFE will include a 1-2pages executive summary. Sachiko agreed with Katerina that the structure needs to reflect what the evaluator expects to find in the table of contents.

**O3/A1 development of a model to project potential impact** on the performance of European SMEs uptaking the FOSS migration: Sachiko informed that Sivan is already working on this and will send us a draft as soon as possible to start discussing it within the team. This is the task where each partner will contribute to the development of the model and support OFE.

**2nd Newsletter** was sent out on April 2nd and can be found on Keybase. Partners will translate. The file is on keybase-> foss4smes under the name "Translations Brochure Website Newsletter". FSFE will send reminders for the translations. ATL will combine in pdf afterwards and upload in project website. FSFE should keep an eye on this and let Katerina know when its completed.

**2 last newsletters**: The 3rd Newsletter is due June 2019 and the 4th in September. FSFE will send reminders. ATL will develop it and send it out.

**Events table**: All partners are reminded to populate information there. Reminders about it would be made in each call and when input for reports is needed. See excel table in Keybase called “Dissemination events and activities”. Each project partner is advised to organise at least two Dissemination Events per project year, so a minimum of 22 events will take place for the whole period of the project.

**Website news section**: FSFE will coordinate the insertion of new “news” in this section of the website. Information regarding events will be provided by all partners and ATL will include that in the "news section". Use the excel file “website\_frontpage and texts 03.04.2019” in the Keybase folder: K:\team\foss4smes

**Project poster**: OFE (Sivan) will have a first proposal for the consortium in the first half of April.

**FOSS4SMEs: Minutes - telco 12.03.19:** The minutes from the March monthly call can be found on Keybase.

**Timesheets and Certificates of participation – Dublin Meet.:** DIT is in a process of preparing the timesheets and the certificates from the Dublin meeting in pdf and will send to ATL.

**O2/A1 Training Plan and self-diagnostic tools:** Katerina discussed with Brian if it is possible to complete this task within April, so that O2/A4 can happen in May.

**O2 videos:** Katerina discussed with Brian if its possible to have them before the assessments, so that the public can see them as well.

**O2/A4 Assessment:** File:O2\_A4\_assessment\_description\_v3 is in Keybase.

**A8 - Publication of Articles:** ATL submitted a Poster text for OpenSym 19. TUD and SKUNI are invited to fulfil this task as well.

**Dissemination Progress Report (M18):** A draft file is located in Keybase 1. Management >Dissemination Report > Second Diss. Report 03.2019. Galia and Katerina to have a call for review. Next one in M24.

**Stakeholders Matrix**: Each partner should insert 25 entries in the table.

**Multiplier Events**: Every partner needs to plan these events and can use them in order to conduct the training activities required for O2/A4.

**O2/A3 Upload of English Units in Moodle**: All complete except 3.

**Internal testing of each partner's Units**: Each partner starts this process as soon as his Unit is uploaded, using the test plan: K:\team\foss4smes\2. Implementation\Outputs\Output 2\A1 Training course contents\Test Plan. If a partner needs to make changes, he can find guidelines in Keybase explaining how he can do it: K:\team\foss4smes\2. Implementation\Outputs\Output 2\A3 Distance Learning Platform

File: FOSS4SMEs\_Instructions for content improvement 05.04.19

**O2 Platform Design Plan:** pending.

**O2 - Tools (surveys and a model for collection of case studies) by DLEARN:** *Francesco was absent from the telco. Through e-mail he informed that he is working with his colleagues on those documents and will get back to Katerina by next week.*