**FOSS4SMEs – MINUTES of telco in Framatalk 13.11.2018**

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| Participants:Katerina TsinariIfigenia MetaxaFrancesco AgrestaBrian KeeganBrian GillespieMax MehlGalia ManchevaSivan PätschJonas GamalielsonBjorn Lundell |

**Writing of Minutes**

<https://docs.google.com/spreadsheets/d/1G8vxEfkwPfUx4DvcCurBDk9F4W0jYETdF5xgfI-gseY/edit#gid=0>

Dlearn

1. **Introduction of New team member from FSFE**

Galia Mancheva introduces herself as a new team member from FSFE. She will attend the next Dublin meeting and cooperate with Max on the project’s activities.

1. **Organisation of extra telco**

Katerina proposed to have an extra telco on the 26, 27 or 28.11. to finalise O2/A1. Katerina informs the team that a Quality Interim Report is going to be submitted to the NA. Within the report, developed by DLEARN (in charge for Quality Management) there are some recommendations to the partners on how we could perform better in our activities. Katerina highlights in particular the need for an improved stream of communication, and asks the partners if they would like to organise an extra online call by the end of the current month to monitor the work of IO2. Francesco Agresta, as one of the authors of the Interim Quality Report, replies that the purpose of the recommendation was rather to improve the quality of communication, which is not directly reflected in quantity. Brian Keegan agrees, adding that due to each partners’ duties and commitments it would be hard for everyone to attend extra online call (we already have one per month). Katerina agrees with this response and asks partner to give her feedback on how to improve the telco’s quality and communication in general, because sometimes there are emails directed to the whole consortium that no one actually replies (f.e. e-mail sent on 25.10.18, topic: O2 timeline). Brian Keegan says that the e-mail traffic has increased and sometimes partners don’t reply because they don’t have answers to specific questions or awareness of the issue raised. Extra attention and carefulness will be dedicated to communication by all partners.

1. **O2/A1 Training content (Leader: DIT)**

Katerina asks the partners about the current progress of the work for IO2. ATL, OFE and DLEARN have already developed a first version of their Units for the Training Course, and DIT, FSFE and SKOVDE shall deliver their work by 30/11 together with the final vesrions of ATL, DLEARN and OFE. Max from FSFE says that they are working on their contents and will deliver their first draft by the agreed deadline. SKOVDE is waiting for the first completely finished examples to see it and understand how it needs to get done, also with the intention to avoid content overlaps between different Units. Katerina proposes to start writing before the first units gets completely finished, and Brian adds that potential overlapping can be always removed afterwards. SKOVDE remarks that there might have been different understandings of what was agreed in the Berlin meeting. According to Brian Keegan, most of the risks for overlaps can be avoided by going through the curriculum and checking the topics to be developed in each unit. Katerina agrees and suggests to do so to Skovde. Therefore, overlapping issues will be possibly checked by the end of the month and Skovde will need to continue developing the contents assigned without final versions of the other units.

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BRIAN GILLESPIE joins the conversation.

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DIT offers the possibility to do revisions and proofreading on the drafts of every Unit developed by the partners, so to ensure consistency across the whole work. Max adds that it would be useful to have also inputs or feedback on the quality of the learning contents developed. FSFE has difficulties in developing training content. So, it is decided that DIT will send a new e-mail with extra guidelines and feedback on the quality and comprehensiveness of the learning contents, with the intention to address timely potential changes and adjustments.

1. **Interim Report**

Katerina updates the partners on the documents that are going to be submitted to the NA with relation to the Interim Report.

**Interim Dissemination (Progress) Report** 🡪 In the proposal, we proposed to write progress dissemination reports every 6 months. Unfortunately, this task was not fulfilled. Katerina informs FSES that this will need to be done on the 2nd year before the submission of the final report. Galia asks what this means in terms of deadlines, and Katerina replies that she can check proposals and plans in action to verify this issue. Report of M12 will be presented as a summary of two progress reports.

**Exploitation Plan (A13)** 🡪 Katerina reminds that it was supposed to be started in May 2018. At the current stage we have only a first draft version available is from 04.07.18 and contains only the Licencing Strategy. Possibility of having an issue here with NA. It is necessary that the Diss. Manager guide us in the second half of our project. Max informs Katerina that a new version was sent to her some days before by email. She will then check this new version and add it to the documents to be submitted. Katerina mentions that if we don’t know where we want to exploit our results in the future, we don’t know how to create the course and for who. It would be unfortunate to create sth of no interest that will have 0 impact. In the Exploitaion Plan it should be added a SWOT analysis including our weaknesses and recommendations on how we can overcome these and promote the results of our project more efficiently.

**Dissemination – Events in countries**: Katerina mentions that OFE and Dlearn were too late in organising the 2 events required in the first year. We should cover this in the second year. It is the responsibility of the Diss. Manager to check us often and send reminders and gather data for his progress reports.

**O2\_Training Plan for the course** 🡪 Katerina mentions that we need the final version of the document by 30.11.18.

**Certifications of Attendance, Evaluation Sheets and further supporting documents in meetings**: Katerina reminds that every partner is responsible for keeping and storing its own documentation, of which Certificate of Attendance for the meetings are integral part. If some partner is in doubt about the documentation required for reporting purposes, they could always check the Grant Agreement and the Partnership Agreement signed, where all this information is reported.

**Dates of documents/deliverables**: Katerina informs that ATL has put the ideal original dates and don’t show our delays with the “docum. Change record” table. We can place it for internal use and then delete it at reporting.

**Translations of deliverables of O1 missing**: As already communicated by email in the previous days, Katerina informs the partners that according to the project proposal we are required to translate every deliverable for the Intellectual Outputs scheduled. This is why in the last weeks the partners where asked to provide translations for the project website, brochure and Synthesis Report for IO1/A1. Francesco says that all the references he could find on the proposal about translations were related to the training materials of IO2, for which a budgetary provision has also been granted. Therefore, he asks Katerina to clarify this issue and indicate the section within the proposal where it is stated that every IOs must be translated in all the partners’ languages. Katerina replies that ATL’s understanding of this issue is based on the fact that each partner’s languages is indicated in the tables with the IOs detailed description, although this is not explicit in the text.

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IFIGENIA joins the call

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Katerina asks Ifigenia to join the call, in order to give her opinion on the issue and try to solve this. Ifigenia explains once again ATL’s interpretation of the proposal about translations, but understands the points raised by the other partners. According to SKOVDE, it would not be useful to translate all the contents in Swedish, since it is common in Sweden to have learning contents in English. However, they will comply with what promised in the proposal. The same applies to FSFE for Germany. Ifigenia agrees and writes down all the partners’ questions that will be posed to the NA. This will be then clarified in the following weeks.

**Timeline:** Katerina sent yesterday the updated Gantt chart, agreed with the NA. Possible questions about this should be sent in written as a reply to the email.

**Submission: It will be done** by 15.11. the latest. Katerina thanks the partners for providing ATL everything, for their understanding and for baring with ATLs stress and pressure.

**TIMESHEETS:** Max asks for some additional information about the timesheets to be delivered for this first year of implementation. In particular, the points raised deal with the possibility to claim the meeting dates into the days reported and the need to report only whole days (with integer numbers). Katerina informs the team that, for any query about financial reporting, from now on partners should contact the staff from ATL’s financial department. In addition, Max asks if timesheets can be re-signed and re-submitted due to all the adjustments required. Brian Keegan confirms that this is allowed, since it has already occurred to him in his previous experience.

1. **Dissemination**

**Stakeholders matrix table**: Please fill it out here K:\team\foss4smes\1. Management\Dissemination

**FSFE should develop checklists:** Make a to dos list concerning numbers we need to reach on certain timing of the project.

##### To-do list

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| **Action required** | **Partner** | **Deadline** |
| O2\_Training Plan for the course | DIT | 30.11.18 |
| Please register your data for the Dublin Meeting here : <https://docs.google.com/spreadsheets/d/1ZUhqDYimKaHmoLrJQPrRCC5gGfS9c1csCiV1IfkIcUU/edit#gid=1909525156> | ALL | By 20.12.18 |
| Prepare O2 training content - Unit 1-5 prepared with images and assessment exercises.  | ALL | 30.11.18 |
| First check of the 5 units content language | DIT | 14.12.18 |
| Texts for 2nd Newsletter | ALL | 14.12.18 |
| Update of 5 units and translation into national languages | ALL | 31.12.18 |
| 2nd newsletter sent | ATL | 31.12.18 |
| **Stakeholders matrix table**: Please fill it out here K:\team\foss4smes\1. Management\Dissemination | ALL | Before M18 |
| BK and KT will create an FAQ document inside the O2 guidelines that will help all partners find answers in their questions concerning the content development. | ATL,DIT | Coming days |
| Project newsletters: German translation missing. Add it here: <https://docs.google.com/spreadsheets/d/1-mDxEqX0gWLshzZjpkZaF-1krBx7T3D-Utc31oQhZlo/edit#gid=1684811769> | FSFE | 30.11.18 |
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