

FOSS4SMEs – MINUTES of telco in Framatalk 19.02.2019

Participants:

Katerina
Galia & Max
Jonas & Björn
Francesco
Brian K.
Sivan

Writing of Minutes

SKUNI

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

Current progress of each partner.

	1st submission (30.11.)	Update after Review from SKUNI	Update after proofreading from TUD	Updates after 1st Peer Review of OFE and FSFE (03.02.)	Updates after 2nd peer review (by 28.02.19)
O2/A1 Partners					
ATL - Unit 1	29.11.	13.12.18	09.01.19	03.02.19	
OFE - Unit 2.1 and 2.2.	03.12.	12.12.18	08.01.19	30.01.19	
Dlearn - Unti 2.3 and 2.4.	14.09.	14.12.18 (12:04h)	14.12.18 (19:14)	Max	
TUD - Unit 3	12.12.	-	09.01.19	?	
Skovde - Unit 4	30.11.	-	17.12.18	06.02.19	
FSFE - Unit 5	08.01.19	-	-	Max	

- Concerning O2-A1, all units need to be uploaded to the designated folder on Keybase after considering review comments in order to fulfil requirements for the three specific usage scenarios (see section “5. Guidelines” in version 2.0 of the document “O2/A2 assessment methodology and tools”).
- Unit 3 will be uploaded in Keybase on 19 February 2019
- **Second peer review** shall be finished by the end of the week (22 February 2019). It is still necessary because of issues with coherence of the texts. Feedback will thereafter be provided by FSFE and OFE.
- By 28th of February **final versions** considering comments from all reviews (including the second review) shall be uploaded to the designated folder on Keybase in order to fulfil requirements for the three specific usage scenarios (see section “5. Guidelines” in version 2.0 of the document “O2/A2 assessment methodology and tools”). This implies that PDF/A-1 files for all units can be provided to SMEs on 1 March to allow each partner to conduct the assessment according to usage scenario 3 (see version 2.0 of the document “O2/A2 assessment methodology and tools”).
- New deadline for raw **import** of all units in Moodle finished: (it was earlier 1 March 2019) It is now by 8 March 2019. This is to allow each partner to conduct the assessment according to usage scenario 1 and usage scenario 2 (see version 2.0 of the document “O2/A2 assessment

methodology and tools”).

- Regarding import of the Units in the Moodle platform, we need to consider the use of **images** along with our texts, so that they can be uploaded from ATL in parallel. An appropriate resolution and size of images should be selected. TUD will provide some general guidelines concerning this by the end of the week (24 February).
- Concerning status of **videos**, Peter Manifold has started processing material recorded during the Dublin meeting. The project should provide a timeline for further activities concerning video production. Peter could provide an estimation of what effort is needed. Further, the video material could be used to further promote the project in other contexts. A preliminary deadline for finishing video production is May 2019.
- Concerning **internal testing of each partner's material**, the period from 11th to 15th of March is the planned period. The test plan that is to be developed shortly by TUD shall be used to support the testing. The testing should only comprise each partner's own unit. This is to allow each partner to conduct the assessment according to usage scenario 1 and usage scenario 2 (see version 2.0 of the document “O2/A2 assessment methodology and tools”).
- Concerning the **issues in Unit 1**, Max or Sivan will get back to Katerina during the 2nd Peer Review.

2. Dissemination

- **Events:** Concerning dissemination, FOSDEM has been attended by FSFE in Brussels and the project and its brochure have been promoted. An Event Form is created by FSFE on Keybase, which should be instantiated by project partners.
- No comments concerning the **stakeholder matrix** at this point. Information from Dublin minutes on this will soon be available.
- **Checklists by FSFE:** There is a dedicated folder for dissemination on Keybase.
- A second version of the **exploitation plan** will be finished by the end of March along with the Progress Report.
- Concerning the **2nd newsletter**, details will be in the minutes from the Dublin meeting. TUD, DLEARN, FSFE and OFE should all prepare a text ASAP, while ATL will finalise the Newsletter and sent it to the mailing list. FSFE will write a paragraph on social media and efforts to engage others in the project as agreed in Dublin. ATL will write a summary paragraph. Other partners should write a paragraph on their project activities at the end of 2018. Further, the third newsletter should be sent out in June. Brian K. suggested to use it/connect it to Multiplier event and promote them or after them as info.
- Regarding the **poster**, OFE (Sivan) should prepare an (off-line) poster that partners can use when organising events that can promote the project. It should cover only basic information, like what the project is about, the content, the learning platform, etc. The poster should be event neutral. Re-use of material and infographics from FSFE may be possible. Sivan will check with OFE if this is possibly to be finished by May. A special call will be arranged between ATL, OFE and FSFE concerning this matter later in March.
- Concerning **articles**, ATL is very interested in participating in preparation of articles. Deadline for paper submission to the OpenSym 2019 conference (<https://opensym.org/os2019/call-for-papers/>) is in March. SKUNI cannot participate in preparation (and presentation) of an article for this specific event since SKUNI is organiser. However, A practitioner poster can be submitted by FOSS4SMEs and posted by SKUNI at the conference. It is uncertain whether there are any other relevant FOSS events before the project ends. Katerina will check with the Dissemination Manager.
- **Multiplier Events:** Katerina reminded the partners that receive funding for arranging multiplier events of the need to plan these events and fix the dates and invite people. They can use them in order to

conduct the training activities required for O2/A4. These events should be done 4 May 2019 f.e. for OFE is interesting: European Commission's European Validation Festival, 14-15 June 2018, Brussels.

3. Dublin Meeting

- Regarding the Dublin meeting, SKUNI will finish the evaluation of the meeting 19 February 2019.
- The final version of the minutes from the Dublin meeting shall be finished by latest 22 February.
- Presentations of the Dublin meeting need to be uploaded on Keybase in editable form.
- Certificates of participation for the Dublin meeting need to be uploaded on Keybase as PDFs.
- A signed participant list will be sent by TUD asap to OFE.

4. O3/A1 – Start 1 March 2019.

- Dates for the last project transnational meeting in Brussels need to be established. This should be before the final conference for the FOSS4SMEs project. OFE will suggest dates for the final Meeting in Brussels in September.
- The final policy report needs to be translated to the 5 languages of the project consortium.
- Deadlines for the associated translations will be established by ATL and included in the timeplan of the Management Plan.
- Deliverable: “model to project potential impact – strategy paper” – deadline by 30 April 2019.

6. Organisational

- OFE is invited to send an invoice of 20% to ATL.
- TUD is invited to send an invoice of 80% to ATL and needs to upload the certificates as PDFs, and send the timesheets and the travel documents to ATL.
- IMPORTANT INFO: ATL is not checking the timesheets and is not responsible for their content. atl only collects them and sends them to the na. you have guidelines from the previous interim report.

7. Extra point:

An updated description of the assessment methodology and tools which includes detailed guidelines for conduct of the assessment in company contexts has been provided on the Keybase platform since the week starting on 11 February (K:\team\foss4smes\2. Implementation\Outputs\Output 2\A4 Assessment). This includes details concerning the three specific usage scenarios. Concerning the second usage scenario, the entire training system (i.e. the on-line platform used for deployment the course content in its final state (including both textual and audio-visual content) and associated documentation for how the content can be used by different individuals and organisations in different usage contexts) will be provided by ATL on 8 March 2019 for download by all project partners and all SMEs involved in the assessment.

Further, the draft final version of the spreadsheet template (in ODS format) to be used for assessment is provided in the same folder. The ODS template can be opened and used in the FOSS application LibreOffice (<https://www.libreoffice.org/>) or some other application that provides support for use of files in ODS format.

To-do list

Action required	Partner	Deadline