**FOSS4SMEs - Agenda telco 28.05.18**

1. **Meeting Berlin**
   1. Minutes: feedback by 01.06.18
   2. Upload Files in Keybase: presentations, fotos, etc.
   3. Online evaluation survey status
   4. Question on Output description 🡪 it can be adjusted
2. **Management Coordination and Evaluation Plan**
   1. feedback received, document updated in Keybase “MCE Plan\_20180228\_v.07”
3. **Financial information and timesheets**
   1. Send per e-mail the first 2 quarters (Oct-Mar) by 15.06.18
4. **(A11) 1st Newsletter**
   1. Prepare a small paragraph under

<https://docs.google.com/document/d/1U_pQ6H5vCYsAF7Ge4WWo9zB1m_XDld2vgsy9p4d81lI/edit>

1. **Provide feedback on the Project Website**
   1. FSFE, SKUNI, Dlearn provided already feedback.
   2. On style, design, shape etc. under <https://docs.google.com/document/d/1BNsJZFTZLtp6QrfPSb3ejNSHR8SymntrOBQu0hdH1X4/edit>
   3. And for the texts under

<https://docs.google.com/spreadsheets/d/17fq4BltClOXPCkgLniytH1JnPegayLYwjYvjVbt99-Y/edit#gid=404477178>

1. **Update information on the FOSS4SMEs Contact details list**

<https://docs.google.com/spreadsheets/d/1iqywfWAC3Oaoiq9zKG0hqdEotd_hRohjy6Je8ct0pLs/edit#gid=850553995>

1. **Project Flyer + Poster**
   1. Status
2. **Output 1/A1**
   1. Field research - Survey status
   2. Country reports status
   3. 1 Final document for Interim Report (with summarised results of O1/A1) 🡪 deadline?
3. **Output 1/A2**
   1. O1/A2 deliverables (1 document)
   2. Timeline – Guidelines
4. **Dissemination Plan (A7)**
   1. Is being updated currently
   2. Timeline: Version 2 by 29.06.18
5. **National Dissemination Plans**
   1. FSFE guidelines by 29.06.18.
   2. Timeline: by 09.18
6. **IPR Agreement**
   1. How can we agree on the use of our results? Licences? What is the opinion of the experts of the team? Are there any existing models?
   2. What does the team expect and need at the current stage of progress?
   3. Version 1 by 06.18.
7. **Sustainability/ Exploitation Plan (A13)**
   1. FSFE starts its preparation by 06.2018. The document includes a)the Exploitation strategy, b)the Sustainability Statement, c)the Feasibility Study and d)the Responsibility Matrix. The Feasibility Study will be undertaken by OFE in June 2019 and will be added to the Exploitation Plan later in 08.2019.
   2. Timeframe for Version 1: by the beginning of Output 2