**FOSS4SMEs - telco in Framatalk 18.09.2018**

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| Participants:  Katerina Tsinari, KT  Sachiko Muto. SM  Jonas Gamalielsson, JG  Francesco Agresta, FA  Brian Keegan, BK  Brian Gillespie, BG  Apologies  Max Mehl, MM |

1. **Writing of Minutes:**

DIT

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

1. **Next telcos**

KT discussed with the group dates for upcoming teleconference meetings. The team agreed on Dates up until December with a provisional date for February. All times in Brussels Time.

• October 16th, 2018 12:00

• 13th November, 2018 12:00

• 17th December, 2018 12:00

• 15th – 17th January 2019 (Meeting in Dublin TBC)

• 19th February, 2019 12:00

1. **Transnational Meeting Dublin**

BK to finalise dates for Dublin meeting (15th – 17th January 2019) ASAP and provide guidance on accommodation and venue.

1. **Translations for Project Brochure**

Reminder for Dlearn and FSFE to create translations of the project brochure to be used at multiplier events. Provide translations at <https://docs.google.com/spreadsheets/d/1-mDxEqX0gWLshzZjpkZaF-1krBx7T3D-Utc31oQhZlo/edit#gid=0>

1. **1st Quality Report by 15.09.2018**

Status of the Quality Report: delay. To be completed by FA, awaiting survey response from DIT before submission.

1. **Timesheets**

All partners should send updated and signed scans of timesheets (until month of June) to ATL ASAP. Members advised to use guidliens for completion of timesheets as per Keybase document.

1. **Newsletter dates**

Dates for the 3 upcoming newsletters slightly adjusted: 12.2018, 04.2019 and 09.2019. Changes made in MCE Plan (v.12). Partners should update other documents that they know might include this information.

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

1. **Adjusting O1/A1 country reports (by 21.09.18)**

All partners should go quickly over the comments and change at least the spelling and grammar mistakes in their reports. Updated versions should be placed under: “K:\team\foss4smes\2. Implementation\Output 1\Final versions after review”.

FA, Do peer reviews need to be included with final report? KT to clarify if this is necessary.

1. **Dissemination**

DIT should fill in the “partners strengths” sheet by 21.09.18 under <https://docs.google.com/spreadsheets/d/1vgjD1UuzFo_sE-LAogX8lnk1g4pFC-AOo1NTQ4asl-U/edit#gid=1532568444>

FSFE should add the National Plans to the **Dissemination Plan** and prepare the new version asap for the Interim Report.

-**Dissemination Progress Report**: FSFE should prepare the first (2 in one) asap for the Interim Report.

**- Sustainability/ Exploitation Plan (A13):** FSFE should prepare asap for the Interim Report.

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

Unit 1, Unit 2.3., 2.4. (Dlearn) and Unit 2.1., 2.2. (OFE): 1st draft delivered. Units 3,4,5 by 30.11.18.

Discussion points:

* Providing the sources within our text: BK suggested that this would make our text heavy and that we should try to avoid it and add the source only if we want to lead the learner to something special.
* Grammatical errors: BK suggested to find an early mechanism to deal with them to avoid such mistakes in the future.
* Text length: BK suggested to create slides/ images/ graphs where possible to replace text parts to make our content lighter. Visualisation is very important.
* Video part: Each unit will include a summarising video of max. 5 minutes. For this we will need to create slides with the main points of our story. BK and KT will try to create a first draft video for the rest of the team based on KTs material.
* BK and KT will create an FAQ document in Keybase that will help all partners find answers in their questions concerning the content development.
* BK to follow up on individual comments with KT per e-mail and others if necessary.
* KT to work on slides and script as per BGs content matrix.
* JG discussed the possibility of **video interviews** from industry experts. All agreed this was an excellent idea and should be accommodated. Since it would be difficult to bring them to Dublin, we could find a simple mechanism/production for this. The idea is to use prepared questions for interviews. JG will think further on this.

1. **Interim Report**

* All partners should deliver the required deliverables related to current Project activities and objectives asap to ATL.
* All partners should deliver the required deliverables related to monitoring of dissemination and quality asap to ATL.
* For reasons of Budget control all partners should deliver the required financial information (every 3 months) asap to ATL.
* If your project involves other organisations, not formally participating in the project, please briefly describe their involvement 🡪 KT will ask per e-mail to get some names. For example, industry partners may have made contributions since the project has started. Their position and involvement should be made clear.
* What has been the project's impact so far on the participants, participating organisations, target groups and other relevant stakeholders? Members to report on the impact of work carried out so far. 🡪 KT will ask per e-mail to get some statements.

1. **Output 2 Guidelines and Assessment procedure/ Quizzes (Activity Leader: DIT)**

KT/BK/FA discussed options for assessment of content, which will be later included in the enhanced guidelines of O2/A1. This will be limited to the tools available in the VLE. It was sagreed that as a starting point MCQs can be used in a document as a placeholder.

##### Todo list

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| **Action required** | **Partner** | **Deadline** |
| finalise dates for Dublin meeting (15th – 17th January 2019), accommodation and venue. | DIT | ASAP |
| project brochure: Prepare translations for multiplier events | Dlearn, FSFE | Prior to multiplier events |
| Project Website: Get SSL certificate | ATL | asap |
| Project Website: Help ATL with infographics | DIT | Coming days |
| Prepare 1st Quality Report | Dlearn | 15.09.18 |
| Send signed versions of timesheets until June asap to ATL | all | asap |
| Check if peer reviews need to be included within the interim report | ATL | asap |
| Fill in the "partners' strengths" sheet | DIT | asap |
| Add the National Plans inside the Dissemination Plan and prepare a new version for the Interim Report. | FSFE | asap |
| Prepare a Dissemination Progress Report | FSFE | asap |
| Sustainability/ Exploitation Plan (A13): prepare a 1st Version | FSFE | asap |
| BK and KT will try to create a first draft video for the rest of the team based on KTs material. | ATL, DIT | asap |
| BK and KT will create an FAQ document in Keybase that will help all partners find answers in their questions concerning the content development. | ATL,  DIT | Coming days |
| Each partner should finalise their deliverables based on the peer review of DIT and Skuni | All | asap |
| All partners should deliver the required financial information (every 3 months) asap to ATL. | All | asap |
| O2 guidelines: Prepare enhanced version | DIT | 09.18 |
| Training Plan: Prepare a first draft | DIT | 11.18 |
| O2/A3: Prepare Design Plan for the platform | ATL | 10.18 |