**FOSS4SMEs - Agenda telco 16.07.2018**

1. **Writing of Minutes**

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

1. **Output 1/A1 - Final country reports Se, Uk, Ir**
   1. SKUNI (add visual representations)
   2. OFE, DIT (2 different Field Research parts) (mail from Iphigeneia, 06.07.18)
2. **Output 1/A2 ECVET FOSS BU profile**

* Feedback given by 06.07.18
* Updated version by?

1. **Peer Review Output 1**

Mail from Katerina, 26.06.18 🡪 we keep the Peer Reviewers for O1 as initially planned. Putting another colleague from the same organisation to fullfill this task is ok. A delayed Peer Review for O1 is ok. The suggested new deadline is the 20th of August (based on leave time). ATL will review and finalise the deliverable by the end of August (ready for the Interim Report, due in September 18).

1. **Output 2 (Activity Leader: DIT)**
   1. **Guidelines**
      1. By 15.07.2018?
      2. WHAT: Detailed description of Our Activities/ to dos per partner; Our deadlines (follow MCE Plan and add more details); Our deliverables (what is the NA expecting from us - what have we promised in the proposal); Guidelines for the major tasks (like the videos), with templates (for example template for videos – STEP 1 and template for text content – STEP 2).
   2. **First ideas/ draft templates**

We’re going to develop only the intro part for each Unit. The training course we will develop within O2 will correspond to 1 ECVET point 🡪 25 hours in total for the whole training 🡪 5 hours/Unit 🡪 1 hour approximately per lesson.

* 1. **General task division within O2/A1**: (see p. 47 proposal)
     1. ATL, DIT, FSFE and SKUNI: have a primary role in the content development;
     2. Dlearn and OFE: have a secondary role and less working days assigned.
  2. **Chronological order of Unit/Module development within O2/A1 – START 07.2018**
     1. Module 1 and 2 should be developed first by 31.08.2018
     2. Mod. 3,4 and 5 can be prepared by 30.11.2018
     3. Ultimate deadline for training content dev. is 21.12.18.
  3. **O2/A4 Coordinator SKUNI**

First thoughts, past experiences

1. **Documentation of Dissemination events, activities**
   1. Version 2 of Dissemination Plan ready
   2. Reminder (mail Katerina 10.07.18)
   3. To do’s (mail Max 25.06.18): 1. Fill in your "partners' strengths" row; 2. Conduct at least 1 Dissemination Event each project year, and document it online in the spreadsheet and with photos; 3. Conduct optional Dissemination Activities; 4. Contribute to the Stakeholders Matrix to help us addressing the right audiences and 5. If your organisation will make a Multiplier Event in 2019, keep this date in mind and ideally start organising the formalities soon already.
   4. Documentation of dissemination events 🡪 <https://docs.google.com/spreadsheets/d/1vgjD1UuzFo_sE-LAogX8lnk1g4pFC-AOo1NTQ4asl-U/edit>
   5. Sivan’s suggestion: <https://us3.campaign-archive.com/?u=f463c2fc9403e65c7f155f06d&id=a5c309edef>
2. **Intellectual Property Rights Agreement**

Mail from Max, 04.07.18. Different from public access agreement?

1. **Sustainability/ Exploitation Plan (A13)**

FSFE has started its preparation in 06.2018. The document will include 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. FSFE has agreed to provide a 1st Version by the beginning of Output 2.

1. **Webinar on licencing (24.07.18)**

<https://openmedproject.eu/webinar-open-licences-for-cbhe-projects/>

1. **Financial information and timesheets**

News from the financial department

1. **Project Website + 1st Newsletter**

Status/Updates

1. **Project Flyer + Poster**

Status

1. **Output 2/A3 FOSS4SMEs platform (Action Leader: ATL)**
   1. **Distant learning platform**

status, LMS search, suggestions, experiences?

* 1. **Course hosting and administration (also after project end)**

first contacts made with EdX And Coursera

* 1. **Structure per lesson**

a) in introductory video, b)explanatory text (with pictures and graphs), c)small quiz (our assessment part) and d) summary.

* 1. **Timeframe for ATL**
     1. By 07.18 check of Platforms available and decision on one. Agree with DIT on this.
     2. By 10.18 Design Plan for the platform, development and customisation.

##### To dos list

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| **Action required** | **Partner** | **Deadline** |
| xxx | xxx | xxx |
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