**Agenda – 3rd telco – 13.03.2018 – FOSS4SMEs**

- minutes today?

1. Delays in mail-replies and deliverables🡪 What to do? How to proceed efficiently? Expected delays?
2. Flexible Leaning Officer: Brian Gillespie from DIT
3. FSFE changes: Jonas leaves project
4. OFE changes: Pedro left project
5. Development and maintenance of the project website (A9) 🡪 Started as planned and discussed in kick-off. Responsibility: ATL.
6. Logo: votes
	1. <https://framadate.org/VhNRNudKZl6lZf8p>
	2. 2nd logo is the winner
7. Methodological Framework and questionnaire:
	1. Survey:
		1. Complete responses: 15 Greek, one German
		2. When is sending planned? Any issues?
		3. When to do the interim check?
	2. Desk research:
		1. Deadline is 28.02.18 + template received from Fr.
		2. EU part: FSFE and OFE contacts? Methodology? How to search?
8. “Management Coordination and Evaluation Plan”
	1. feedback only received by Dlearn
	2. new deadline is 28.02.18?
9. “Dissemination Plan” (A7), FSFE
	1. Responsibility Matrix, deadline is February 18.
	2. What is expected?
	3. Structure? What is in the proposal suggested?
	4. Any examples from partners?
	5. (Exploitation Plan (A13) 🡪Starts 06.2018).
10. Meeting Berlin
	1. Fix New date – answer needed from Skuni
	2. Adress of meeting
	3. Hotel suggestions
	4. Flights can be booked individually
11. Reporting: Timesheet and financial Information every 3 months
	1. Guidelines from Ifigeneia