# Agenda – 4th telco – 12.04.2018 – FOSS4SMEs

- minutes by:

1. **Methodological Framework and questionnaire**
	1. Survey:
		1. Status of complete responses – final deadline
		2. interim check
		3. Should the results be per country or is P2 analysing all results to produce a report? How to proceed? Guidelines?
	2. Desk research:
		1. Status of country reports – final deadline
		2. Status of EU part – final deadline
	3. O1/A1 Peer review and finalisation - deadline
2. **Management Coordination and Evaluation Plan**
	1. feedback received
	2. revision uploaded in Keybase
	3. open issues for discussion, see doc
3. **Meeting Berlin**
	1. Date confirmed for 3-4 May.
	2. Hotel and Flights are being booked.
	3. Venue
	4. Agenda
4. **Development and maintenance of the project website (A9)**
	1. Personal photos of team members
	2. Organisation logos
	3. Status can be checked here: https://foss4smes.wordpress.com/
5. **O1/A2 ECVET Curriculum Development**
	1. Start: 01.04.18 – Activity Leader: Dlearn – Deadline: 30.05.18
	2. Guidelines
6. **Dissemination Plan**
	1. Status
7. **Quality Plan**
	1. Status
8. **1st Newsletter**
	1. Deadline 04.18 – drafted by all
	2. Structure? Ideas?
9. **Next telco**
	1. Week 16-20 April?