# 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?