**FOSS4SMEs - telco in Framatalk 16.10.2018**

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| Participants:  Katerina  Sivan  Francesco  Jonas  Bjorn  Brina G.  Brian K. |

**Writing of Minutes by SKUNI**

1. **Post address of DIT for sending the contract**

Katerina initially suggested that the post address for DIT should be sent to ATL. (done)

1. **Interim Report**

Interim report is in preparation. There is a need to upload everything from reports, dissemination, etc. to the Keybase folder for the Interim report. Check Keybase folder for a list of the required documents as attachments to the Report. Please provide the latest version of your documents in **Word form** to allow editing. Keybase folder: **K:\team\foss4smes\4. Interim Report\Attachments**

**Missing material:**

1. Monitoring Tool Plan 🡪 DLEARN will create the Monitoring tool plan and upload it by 19.10.18.
2. Interim Quality Report 🡪 Interim quality report will also be updated by DLEARN by 19.10.18. A call between Katerina and Francesco might be organised to finalise details.
3. Dissemination Plan (A7) 🡪 FSFE should add the Irish National Plan and finalise the document. DIT were asked to supplement the dissemination plan. Brian will update the table in the dissemination plan. (done)
4. Interim Dissemination Progress Report 🡪 partners should provide feedback to Max by 19.10.18. Points f) to k) should be added also to this Report. Katerina explained that the partners should create asap simple Word documents providing details on their dissemination events containing: Title, content, target group, number of participants, date, venue, type of activity, photos and any other relevant material from the event in a Word or PowerPoint document. All these demonstration documents will be added in the Interim Diss. Report. This new document needs to be created for dissemination events supplement as an evidence showing that it actually happened (e.g. include as many photos and slides as possible). One such document should be provided for each country. The information, apart from photos and slides, is already available in our Google Drive Folder sheet, but should be restructured and made more attractive before Max adds it to the Report. At least two events per country should be reported.
5. Exploitation Plan (A13) 🡪 A first draft should be delivered by 22.10.18
6. Dissemination – Events in Italy – Demonstration
7. Dissemination – Events in Germany – Demonstration
8. Dissemination – Events in Sweden – Demonstration
9. Dissemination – Events in UK – Demonstration
10. Dissemination – Events in Ireland – Demonstration
11. Dissemination – Events in Greece – Demonstration
12. O2\_Training Plan for the course 🡪 Brian will create a first DRAFT for the Interim by 24.10.18
13. 2nd Transnational Meeting Certifications of Attendance 🡪 KT will ask Max asap.
14. 2nd Transnational Meeting Evaluation Sheets filled 🡪 🡪 KT will ask Francesco asap.
15. Final country reports should be placed under: “K:\team\foss4smes\2. Implementation\Output 1\Final versions after review”. 🡪 Final versions of country reports for O1 should also be uploaded as both editable (preferably odt) and PDF versions in the dedicated folder on Keybase asap.
16. **Necessary Translations**

1. Website: "In order to reach the broadest possible audience, the website will be in English and translated in all the partners' languages." Proposal, p.64 Partners are asked to translate the text   
content for the web site If possible before Interim and add it here: <https://docs.google.com/spreadsheets/d/1-mDxEqX0gWLshzZjpkZaF-1krBx7T3D-Utc31oQhZlo/edit#gid=1893440550>

2. Project newsletters: "The document will be drafted in English and translated into all national languages of the partners." Proposal, p.65. Partners are asked to translate the text content for the newsletters If possible before Interim and add it here: <https://docs.google.com/spreadsheets/d/1-mDxEqX0gWLshzZjpkZaF-1krBx7T3D-Utc31oQhZlo/edit#gid=1684811769>

3. Training Course: " The course will be first developed in English and then translated into national languages. " proposal p.77. Partners will be soon asked to translate the content for the course. There is a budget for translations for Germany, Sweden and Italy. Subcontractors proficient in the ICT field can be used. Money from project management budget may be used for translation to Greek as ATL receives no special budget for this. January is when translations should be done. By then the partners should already have found translators and should have translated the website and the newsletter.

1. **Transnational Meeting Dublin**

More information about accommodation and other practicalities can be provided by DIT upon request. Please register your data here By 20.12.18: <https://docs.google.com/spreadsheets/d/1ZUhqDYimKaHmoLrJQPrRCC5gGfS9c1csCiV1IfkIcUU/edit#gid=1909525156>

1. (A12) **Link to the project site**

According to the proposal (page 36), each partner should provide a web site containing a link to the official project web site. Partners are asked to make sure this is the case If possible before Interim.

1. **Financial Information**

The email sent by Irene Melissidou at ATL on 16 October contains a request for documents for the interim report. Partners are asked to provide the requested documents (note the deadlines). If something is unclear, please ask Irene.

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

First demo video is ready and available under: K:\team\foss4smes\2. Implementation\Output 2\Demo Videos. The deadline for everything is November. The Video scripts should be ready by December to have time for review. BK and KT are currently creating an FAQ document in Keybase that will help all partners find answers in their questions concerning the content development.

Some unit content from the curriculum format will be covered in short videos to make the course more attractive and interesting. Due to limited resources selected content will only be covered (f.e. intro and main topic). A Script for the videos is derived from the curriculum format, which in turn is divided into smaller sections for the video production. Before filming in Dublin in January, all partners should finish their curriculum/text and video scripts in advance in order to make things run smooth during at time of the meeting. The camera script should be divided into sections to fit with the filming directions. Demo videos for Unit 1 could be reused with ATL staff and keep images and animations in the background as they exist.

There is a need for a (light) peer review of the contents and videos scripts in advance before filming in January, since it will be hard to redo the filming afterwards. It is suggested that the script material is finished and passed to all partners for double checks. The most experience team partners will help the team with their feedback and the team can agree on terminology/wording issues etc. It is important to avoid obvious errors and internal inconsistency, particularly concerning important concepts and other factual content.

DIT should use this video creating-experience and update the O2 guidelines to help partners know what is needed, in what form and when.

1. **Dissemination**

Stakeholders matrix: Do we keep this? What is it? (Not discussed)

Dissemination events: Some numbers of participants are missing in the table for the dissemination events. Partners are asked to check this. <https://docs.google.com/spreadsheets/d/1vgjD1UuzFo_sE-LAogX8lnk1g4pFC-AOo1NTQ4asl-U/edit#gid=0>

**9. Dear all, please follow our project in Twitter**

Partners are asked to please contribute to the Twitter account for the FOSS4SMEs project **under** [**https://twitter.com/FOSS4SMEs**](https://twitter.com/FOSS4SMEs) in order to improve the perceived activity level. If possible before Interim.

10. Use our **Google Drive or Keybase folder** to upload your materials. Our NA will look for them in there.

<https://drive.google.com/drive/folders/0B1Sij9jGOzzSdG1JZWIwYWlQMkk>

##### Todo list

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| **Action required** | **Partner** | **Deadline** |
| DLEARN will create the Monitoring tool plan and upload it. | Dlearn | 19.10.18 |
| Interim quality report will also be updated by DLEARN. | Dlearn | 19.10.18 |
| Dissemination Plan (A7): FSFE should add the Irish National Plan and finalise the document | FSFE | Asap |
| Partners should give feedback to the Dissemination Plan | ALL | 19.10.18 |
| Exploitation Plan (A13) 🡪 A first VERSION should be prepared | FSFE | 22.10.18 |
| Concerning Dissemination each Partner should describe his country’s Events in a Demonstration-document in Word or PowerPoint and send it to Katerina and Max | ALL | ASAP |
| O2\_Training Plan for the course 🡪 Brian will create a first DRAFT for the Interim | DIT | 24.10.18 |
| Find 2nd Transnational Meeting Certifications of Attendance | ATL | ASAP |
| FIND 2nd Transnational Meeting Evaluation Sheets filled | ATL | asap |
| Final country reports should be placed under: “K:\team\foss4smes\2. Implementation\Output 1\Final versions after review”. Final versions of country reports for O1 should also be uploaded as both editable (preferably odt) and PDF versions in the dedicated folder on Keybase. | ALL | asap |
| Partners are asked to translate the text content for the web site and add it here: <https://docs.google.com/spreadsheets/d/1-mDxEqX0gWLshzZjpkZaF-1krBx7T3D-Utc31oQhZlo/edit#gid=1893440550> | ALL | If possible before Interim |
| Partners are asked to translate the text content for the newsletters and add it here: <https://docs.google.com/spreadsheets/d/1-mDxEqX0gWLshzZjpkZaF-1krBx7T3D-Utc31oQhZlo/edit#gid=1684811769> | ALL | If possible before Interim |
| Please register your data for the Dublin Meeting here : <https://docs.google.com/spreadsheets/d/1ZUhqDYimKaHmoLrJQPrRCC5gGfS9c1csCiV1IfkIcUU/edit#gid=1909525156> | ALL | By 20.12.18 |
| Each partner should provide a web site containing a link to the official project web site. Partners are asked to make sure this is the case | ALL | If possible before Interim. |
| Partners are asked to provide the requested financial documents (note the deadlines). See mail Melissidou | ALL | asap |
| Prepare O2 training content by November | ALL | 11.18 |
| Prepare Video Scripts by December | ALL | 12.18 |
| Peer Review of Scripts will be done in December | ALL | 12.18 |
| use this video creating-experience and enhance the O2 guidelines to help partners know what is needed, in what form and when. | DIT | asap |
| BK and KT will create an FAQ document inside the O2 guidelines that will help all partners find answers in their questions concerning the content development. | ATL,  DIT | Coming days |
| follow our project in Twitter under <https://twitter.com/FOSS4SMEs>  and be active | ALL | If possible before Interim |
| Project Website: Help ATL with infographics | DIT | Coming days |