**FOSS4SMEs - telco 18.09.2018**

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| Participants:  Katerina Tsinari  … |

1. **Writing of Minutes:**

Set dates for next months.

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

1. **Translations for Project Brochure**

Dlearn, SKUNI and FSFE: create translations of the project brochure to be used at multiplier events. Provide translations at <https://docs.google.com/spreadsheets/d/1-mDxEqX0gWLshzZjpkZaF-1krBx7T3D-Utc31oQhZlo/edit#gid=0>

1. **1st Quality Report by 15.09.2018**

Status of the Quality Report

1. **Timesheets**

Reminder: send signed scans of timesheets (until month of June) to ATL ASAP.

1. **Newsletter dates**

Dates for the 3 upcoming newsletters slightly adjusted: 12.2018, 04.2019 and 09.2019. Changes made in MCE Plan (v.12). Please update other documents that u know include this information.

<https://docs.google.com/document/d/1U_pQ6H5vCYsAF7Ge4WWo9zB1m_XDld2vgsy9p4d81lI/edit>

1. **Transnational Meeting Dublin**

Fix date and venue. Suggest hotels nearby.

1. **Adjust O1/A1 country reports (by 21.09.18)**

Peer Review of DIT and SKUNI is complete and updated after suggestions from Quality Management (Dlearn). All partners should go quickly over the comments and change at least the spelling and grammar mistakes in their reports. Place them in folder “K:\team\foss4smes\2. Implementation\Output 1\Final versions after review”.

1. **Dissemination**

DIT: fill in the “partners strengths” sheet by 21.09.18 under <https://docs.google.com/spreadsheets/d/1vgjD1UuzFo_sE-LAogX8lnk1g4pFC-AOo1NTQ4asl-U/edit#gid=1532568444>

FSFE: to add the National Plans to the **Dissemination Plan** and prepare the new version by 26.09.2018 for the Interim Report.

-**Dissemination Progress Report**: prepare the first (2 in one) the latest by 19.09.18 for the Interim Report.

**- Sustainability/ Exploitation Plan (A13)** (by 27.09.18)

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

* Unit 1: 1st draft delivered.
* Unit 2.3., 2.4. (Dlearn): 1st draft delivered.
* Unit 2.1., 2.2. (OFE): 1st draft delivered.
* Units 3,4,5 by 30.11.18.
* Discussion points

1. **Interim Report**
2. **Output 2 Guidelines and Assessment procedure/ Quizzes (Activity Leader: DIT)**

guidelines on how to create quizzes for the units

examples inside the enhanced guidelines for O2

##### Todo list

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