

Meeting Minutes

Meeting Subject:	WP4 Meeting		
Date of Meeting:	February 12th, 2018	Time:	1:00 – 4:00 pm
Minutes Prepared by:	Supapan Chaiprapat, PSU	Location:	Room 234, ISE Building, AIT
1. Attendance at Meeting			
Name		University	
1. Livia Lazar		University Politehnica of Bucharest	
2. Supapan Chaiprapat		Prince of Songkla University	
3. Wasawat Nakkiew		Chiang Mai University	
4. Huynh Trung Luong		Asian Institute of Technology	
5. Aninthaya Khamkanya		Thammasat University	
6. Sirorat Pattanapairoj		Khon Kaen University	
7. Warapoj Meethom		King Mongkut's University of Technology North Bangkok	
8. Robert Ulewicz		Czestochowa University of Technology	
9. Teresa Monteiro		University of Minho	
2. Purpose of Meeting			
<ol style="list-style-type: none"> 1. To introduce members of Quality Control Monitoring Board (QCMB) of MSIE4.0. 2. To review and revise the content of WP4 Quality Control and Monitoring (QCM) plan for successful implementation of the project. 			
3. Meeting Agenda			
<ol style="list-style-type: none"> 1. Introduction of the QCMB members. 2. Revision of the QCM plan and forms related therewith. 			
4. Meeting Notes, Decisions, Issues			
1. Introduction of the QCMB members			



Meeting Notes: There were made the introduction of the QCMB members, starting with WP4L – Livia Lazar, from UPB. Every member presented himself, according with its own experience and expectations.

Decisions: None

Issues: None

2. Revision of the QCM plan and forms related therewith.

Meeting Notes: WPL presented the Quality Control and Monitoring Plan (QCMP) draft and its annexes. There were discussed aspects of the QCMP, such as:

- To make sure all the reports and forms circulated within this project comply with the EU publicity requirements, e.g., logo, header, banner, and disclaimer.
- Confirmation for responsibilities within QCMB according to QCMP, where there was also an input from PC”.
- Reports and forms to be submitted by all partners are
 - monthly individual reports for internal monitoring and quality control
 - QCM reports twice a year
 - impact reports as a part of a final project report
- All documents are to be uploaded to the intranet “project database”, making them available to all partners.

Decisions: Review the QCMP according to the observations and suggestions of QCMB members and PC, by March 15, 2018.

Issues: None

5. Action Items

Action	Assigned to	Due Date
Analyze and make suggestions of the QCM plan	QCMB, PC	6 Mar
Revision of the quality plan according to suggestions from QCMB	WP4 leader and co-leader	15 Mar
Communicate and promote understanding regarding the QCM plan and protocols among members of all partners	QCMB	1 April
Upload documents	WP4 leader and co-leader	Upon the acceptance from PC

6. Attachments (documents/handouts to bring, reading material, etc.)

Description	Prepared by
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The QCM plan and 13 forms related therewith.		WP4 Leader	
6. Next Scheduled Meeting			
Date	September 10-14, 2018	Time	TBC
Location	University of Minho		