



Meeting Minutes

Meeting Subject:	WP4 Meeting		
Date of Meeting:	September 11th, 2018	Time:	9:00 – 12:30
Minutes Prepared by:	Teresa Monteiro	Location:	Room Barbosa Romero
1. Attendance at Meeting			
Name	University		
Livia Lazar	University Politechnica of Bucharest		
Supapan Chaiprapat	Prince of Songkla University		
Wasawat Nakkiew	Chiang Mai University		
Huynh Trung Luong	Asian Institute of Technology		
Aninhaya Khamkanya	Thammasat University		
Sirorat Pattanapiroj	Khon Kaen University		
Warapoj Meethom	King Mongkut's University of Technology North Bangkok		
Robert Ulewicz	Częstochowa University of Technology		
Teresa Monteiro	University of Minho		
The names, universities and corresponding signatures are in attach.			
2. Purpose of Meeting			
(1) Approve the Quality Control and Monitoring Plan			
3. Meeting Agenda			
(1) Update the information regarding the WP's task responsible. (2) Situation point of WP1 tasks. (3) Update the Quality Plan. (4) Approve the document.			
4. Meeting Notes, Decisions, Issues			



(1) Update the information regarding the WP6 task responsible according to Table 3. Evaluation criteria identification responsible

Meeting Notes:

- Livia informed the QCMB that nothing had changed in the assignment of tasks by the team except in WP6 where the people responsible for each task were changed.

Decisions: All the QCMB members agreed to the new assignment of tasks.

Issues: None

(2) Situation point of WP1 tasks

Meeting Notes:

- The WP1 tasks are delayed accordingly to the Work Plan. There is a need to reschedule the task and to analyze the proper corrective action in order to deliver properly the WP1 outcomes.

Decisions: Proposal to Project Coordinator in order to adjust the Work Plan accordingly.

Issues: None

(3) Update the Quality Plan

Meeting Notes:

- Livia starts by informing that the person which a task is assigned is only responsible for ensuring that this task is done and delivered within the established timeframes, not being obliged to execute it himself. This means that tasks may be delegated, but the responsibility remains.
- Livia reported that every two months the responsible for each task should send her a quality control form in which is registered if the task is being fulfilled according to the plan, if it is being done in the right time and if it reaches the target.
- The board agrees that all the procedures should be well defined and documented. In order to achieve that, they decided to create a table with all the quality control procedures:

Task	Source	Responsible	Result	Destination	Due Time
1. Establish the evaluation criteria for the starting task	Work Plan Detailed MSIE 4.0 Project (Logical Frame Matrix, WP deliverables)	Table 2. Evaluation criteria identification responsible	QF-ECl, Evaluation criteria identification	QCMB	The 15 th day of the month (working day)



2. Deliverable evaluation	WPL QF-ECI, Evaluation criteria identification Work Plan Detailed MSIE 4.0 Project (Logical Frame Matrix, WP deliverables)	QCMB Member	Deliverable Evaluation Form with 3 options: -non applicable (for section B-content) -improvement suggestions -ok (* if the assessment is "No", or below "satisfactory", the QCMB member must make suggestions/observations (**) minimum 5 applicable	WP4 Leader	Within 3 days
	QCMB Member	WP4 Leader	Deliverable evaluation form centralized the Deliverable is accepted only if all the assessment is Y or at least "satisfactory"	WPL with CC to PC	Within 2 days
3. Internal Quality Control and Monitoring	Work Plan Detailed MSIE 4.0 Project (Logical Frame Matrix, WP deliverables) QF-ECI, Evaluation criteria identification	Table 3. Internal Quality Controls and Monitoring team - QCMP	QF-QCM-V3 Internal Quality Control and Monitoring	WPL4 and CO-WP4	The 15 th day of the month, working day -oct 2018 -dec 2018 -febr 2019 -apr 2019
	QF-QCM-V3 Internal Quality Control and Monitoring x 9	WPL4 and CO-WP4	Centralized Report (the format it will be established by the end of October)	QCMB	Within 1 week
	Centralized Report	QCMB	Suggestions/observations		Within 2 days from receiving the centralized report
	Centralized Report suggestions/observations	WPL4	Centralized report-final	PC, with CC to QCMB	The end of the reporting month



This table presents the main activities, responsible with the planned results, destination and due dates for the WP4 members in order to fulfil the work package expectations. It was inserted in the QCMP – Quality Control and Monitoring Plan with the name: Table4. Internal QC Procedures.

- The table in the Internal Quality Control and Monitoring document was not the most appropriate so it too was changed during the meeting, being as follows:

Work Package	Task	Deliverable	Start date (*)	End date (*)	Team members involved	Indicator(s)	Approaches, Results	Status (open-draft/on-going / done-final)	Observations, suggestions

(*) According to the Adjusted Work Plan for Project Year 1, 2 and 3 (see Project Management and Communication Plan)

Decisions: None

Issues: None

(4) Approve the document

Meeting Notes:

- Livia suggested that everyone read the new document very carefully and that they should inform her by e-mail about its approval by the end of the week. After approval the document will be sent to Pisut and published on the website.

Decisions: The approval of the document should be done by every QCMB members by e-mail until the end of the week.

Issues: None

5. Action Items

Action	Assigned to	Due Date
Evaluate and feedback QCMP revised	QCMB	Sept.16
Implement suggestions and upload the new version of QCMP	WP4 leader and co-leader	Upon acceptance from PC
Communicate and promote understanding regarding the QC plan and protocols among members of all partners	All members	Permanently

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

Description	Prepared by
WP4_REPORT.pptx	Livia Lazar/ UPB

6. Next Scheduled Meeting

Date	January 2019	Time	TBC
Location	Chiang Mai		



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DATE 11/09/2018

TIME 09:00 - 12:30

ACTIVITY Q&A MEETING

No.	Partner ID	Partner Acronym	Name	Signature
1	P1	CMU	Wichai Chattinnawat	
2	P1	CMU	Wimalin Laosiritaworn	
3	P1	CMU	Warisa Wisittipanich	
4	P1	CMU	Wasawat Nakkiew	
5	P2	KKU	Kanchana Sethanan	
6	P2	KKU	Komkrit Pitiruek	
7	P2	KKU	Thitipong Jamrus	
8	P2	KKU	Sirorat Pattanapairoj	
9	P3	KMUTNB	Athakorn Kengpol	
10	P3	KMUTNB	Warapoj Meethom	
11	P3	KMUTNB	Naritsak Tuntitippawan	
12	P3	KMUTNB	Nanthawat Phakkulhab	
13	P4	CUT	Tomasz Nitkiewicz	
14	P4	CUT	Robert Ulewicz	
15	P4	CUT	Dorota Jelonek	
16	P5	PSU	Thanate Ratanwilai	
17	P5	PSU	Supapan Chaiprapat	
18	P5	PSU	Suriya Jirasatitsin	
19	P5	PSU	Wanida Rattanamanee	
20	P6	TU	Apiwat Muttamara	
21	P6	TU	Wuttinan Nunkaew	
22	P6	TU	Anintaya Khamkanya	
23	P6	TU	Montalee Sasananan	
24	P8	UPB	Madalin Gabriel Catana	
25	P8	UPB	Livia Veronica Lazar	
26	P8	UPB	Mihaela Elena Ulmeanu	
27	P9	AIT	Pisut Koomsap	
28	P9	AIT	Huynh Trung Luong	
29	P9	AIT	Harsha S. Abeykoon	
30	P9	AIT	Newy	
31	P9	AIT	Hoang Hung Manh	
32	P7	UMinho	Rui M. Lima	
33	P7	UMinho	Diana Mesquita	
34	P7	UMinho	Jorge Cunha	
35	P7	UMinho	Teresa Monteiro	
36	P7	UMinho	Rui M. Sousa	
37	P7	UMinho	Hugo Costa	
38	P7	UMinho	João Fernandes	
39	P7	UMinho	Natascha Cunha	
40	P7	UMinho	Mariana Martins	
41	P7	UMinho	Mariane Souza	