

Meeting Minutes Report

Meeting Subject:	Project Executive Committee (PEC) Meeting		
Date of Meeting:	January 30 th , 2019	Time:	13:30-16:30 (GMT+7)
Minutes Prepared by:	Duangthida Hussadintorn Na Ayutthaya	Location:	Meeting Room, Research and Technology Transfer Building (RTT Bld.), CMU
1. Attendance at Meeting			
Name		University	
1. Dr. Pisut Koomsap (PC: Project Coordinator)		Asian Institute of Technology	
2. Dr. Huynh Trung Luong (Invitee)			
3. Ms. Duangthida Hussadintorn Na Ayutthaya (Secretary)			
4. Dr. Wichai Chattinnawat (Member)		Chiang Mai University	
5. Dr. Uttapol Smutkupt (Invitee)			
6. Prof. Tomasz Nitkiewicz (Member)		Częstochowa University of Technology	
7. Prof. Kanchana Sethanan (Member)		Khon Kaen University	
8. Dr. Thitipong Jamrus (Invitee)			
9. Prof. Athakorn Kengpol (Member)		King Mongkut's University of Technology North Bangkok	
10. Dr. Thanate Ratanawilai (Member)		Prince of Songkla University	
11. Dr. Supapan Chairapat (Invitee, representing WP4 leader)			
12. Dr. Apiwat Muttamara (Member)		Thammasat University	
13. Prof. Nicolae Ionescu (Invitee, representing UPB leader)		University Politehnica of Bucharest	
14. Prof. Rui M. Lima (Member)		University of Minho	



2. Purpose of Meeting
<p>(1.) To update the overall progress of each WP to PEC by QCMB</p> <p>(2.) To update the progress of WP5 to PEC by WP5 leader</p> <p>(3.) To discuss on a conference to be held at the closing of the project</p> <p>(4.) To settle on an appropriate date for the 4th MSIE 4.0 regular meeting at CUT</p> <p>(5.) To set up an expectation on task accomplishments towards the 4th regular meeting</p> <p>(6.) To initially settle on an appropriate date for the 5th MSIE 4.0 regular meeting at KKU</p> <p>(7.) To inform the requirement for the half-way report preparation</p> <p>(8.) To inform current issues of the project</p>
3. Meeting Agenda
<p>(1.) Overall progress of each WP, presented by QCMB</p> <p>(2.) Overall progress of WP5, presented by WP5 leader</p> <p>(3.) A conference to be organized at the closing of the project</p> <p>(4.) WP2 progress and the 4th MSIE 4.0 regular meeting at CUT</p> <p>(5.) The 5th MSIE 4.0 regular meeting at KKU</p> <p>(6.) The half-way report preparation</p> <p>(7.) Financial statement</p> <p>(8.) Other business</p>
4. Meeting Notes, Decisions, Issues
<p>Dr. Pisut, henceforth PC, welcomed all to the PEC meeting and invited Dr. Supapan, representing WP4 leader, to report overall progress of each WP to PEC.</p> <p>(1.) Overall progress of each WP, presented by QCMB</p> <p>Meeting Notes:</p> <ul style="list-style-type: none"> • Dr. Supapan (WP4 co-leader) reported to PEC on (a.) abbreviation system, (b.) status of each deliverable, (c.) evaluation criteria, (d.) reviewing status on WP1 reports, (e.) comments made on WP1 reports, and (f.) adjusted dates on the work plan. • Prof. Rui clarified the date of approval reported by the WP4 co-leader. • WP4 co-leader reported that QCMB has been waiting for criteria for task 2.3, 2.5, 2.6. She asked PEC members to help identifying criteria for task 2.5 and 2.6 (tasks under the responsibility of Dr. Sirorat Pattanapiroj, KKU). • PEC was discussing on accreditation process and requirement for a new curriculum in Thailand. As the process would take a year for completion, the meeting was discussing a possibility to submit a revised version which may require a shorter time. There is a requirement to have one Thai university to be the representative in the submission. CMU team showed their interest, regarding their experience in the submission process, to be responsible for this task. PC explained that, according to the project proposal, we are not required to complete the accreditation process, but show the status of a submission. He further expressed that Prof. Kanchana – as the task leader – will, later, proceed the task.



- Dr. Luong – WP3 leader – was invited to update the progress of WP3. He reported as follows.
 - Task 3.1 & 3.2 will proceed after getting the result of WP2.
 - For task 3.3, he conducted a pilot test with one course in AIT already and he is going to submit the report.
 - For task 3.4, he had no clear idea on the task outcomes. Then, PC advised to summarize the information on the training activities and participants of the PBL workshop conducted previously at UMinho.
 - Task 3.6 will start in February 2019. Other members would like to also get involved in generating ideas in developing the remote laboratory.
- For the progress on WP5, WP4 co-leader reported that all activities in this WP have been started; however, QCMB has not yet received any report and document.
- WP4 co-leader mentioned to WP6 that this WP should not be controlled by QCMB; however, QCMB should receive some reports.
- WP4 co-leader explained the role of QC members for a particular task that if the members participate in the task, they cannot evaluate the task.
- PC mentioned to the project operations management flow, and underlined the correct flow of information.

Decisions: PC asked for the evaluation report from QC and monthly report from WP leaders.

Issues: As explained above.

(2.) Overall progress of WP5, presented by WP5 leader

Meeting Notes: Prof. Kanchana – WP5 leader – reported on each task of WP5 as follows.

- Task 5.1: Current version of the work plan
- Task 5.2: Current number of visitors on the project website (under 20,000) and number of like on the official project Facebook page (around 500 likes). She suggested having a strategy in order to increase the numbers and visibility.
- Task 5.3: The MSIE 4.0 poster has launched and posted already in public.
- Task 5.4: A list of 11 publications from AIT, CUT, CMU, and UMinho team. She asked the authors to submit a publication report when the paper is presented.
- Task 5.6:
 - Currently, there was the only one dissemination event organized by PSU team. Therefore, she had a plan to disseminate the project in (a.) the 9th IEOM conference (during 5-7 March 2019), (b.) the 37th IE network conference (during 21-24 July 2019), (c.) her university visits in Taiwan, Austria, and Poland.
 - Dr. Wichai said that CMU will organize a seminar during the last week of March 2019. In order to get more support from the industry side, representatives from industry will be invited, as well as the government sectors. The sessions may be organized as follows: SCM by Prof. Kanchana, Smart Production by Prof. Attakorn, Digitalized



Quality Management, and a session for our curriculum design and development project.

- Prof. Attakorn updated that regarding the Exhibition of Science and Modern Technology to celebrate the 60th year of KMUTNB, our project will have the honor to present to Her Royal Highness Princess Maha Chakri Sirindhorn. A huge exhibition board will be designed and prepared. He expected that there will be more than 150 students visiting the exhibition. Besides, the event news will be reported on a national TV channel.

Decisions: PC suggested WP5 to arrange the team to convert the WP1 outcomes for promoting. He requested the WP5 leader to prepare an activity calendar from now till June 19th, 2019. The activities aim to continuously promote the information of the project, and to have awareness on our project from the public. For the rest of the year, another activity calendar should also be prepared and presented during the 4th regular meeting in Poland.

Issues: None

(3.) A conference to be organized at the closing of the project

Meeting Notes:

- PC proposed PAEE/ALE conference to be organized in Thailand at the closing of the project in 2020. He invited Prof. Rui M Lima, the symposium chair, to present the overall of the conference to the meeting.
- Prof. Rui briefly presented overall, and the character of the conference which focuses on active activities and workshops. The proceedings are indexed in Scopus.
- Prof. Nicolae mentioned about ISI conference. He roughly explained the information about the conference.

Decisions: PEC initially agreed to hold the conference during (a.) 24-26 August 2019, or (b.) 26-28 August 2019. PC asked each partner to contribute for publications. His preference number is two papers from each. He will prepare a budget and sponsor to support in organizing and attending (for the project members) the conference. He asked Prof. Rui to provide support in writing publications in the field of engineering education to members, as many of them have not yet worked in this field of research.

Issues: None

(4.) WP2 progress and the 4th MSIE 4.0 regular meeting at CUT

Meeting Notes:

- Prof. Tomasz, WP2 leader, gave an overall of WP2 execution. Some activities regarding course design and development were practicing already in group work activities conducted during this regular meeting. The outcomes from the activities will be revisited and discussed. For the course development, he would like to have collaboration among our partners, as much as possible, in developing each course.



- Prof. Tomasz expressed his expectation on WP2 progress before the 4th regular meeting as follows.
 - Having a concrete plan ready for a pilot test on the courses for Aug'19 semester and Jan'20 semester.
 - Some parts of the developing courses will be tested in the existing courses, if it is possible, to obtain feedback for improvement.
- PC expected to have a list of fifteen courses before the 4th regular meeting.
- PEC was discussing on the appropriate date for the 4th MSIE 4.0 regular meeting which will be held at CUT.
- Prof. Tomasz introduced the 13th International Conference Quality Production Improvement (QPI 2019) to the meeting. The conference will be held during 5-7 June which is possible for the project members to participate. As Prof. Robert Ulewicz (project member) is being the conference chair, he provided a privilege for the members participating in the conference on extended deadlines. All are encouraged to attend and involve in the conference.
- Prof. Tomasz – CUT leader – proposed to have a similar platform as in UMinho for the 4th regular meeting. He mentioned about the transportation in Poland and tried to assist the members by providing a guideline.
- Prof. Tomasz planned to conduct training on e-learning during the 4th meeting. Besides, he expressed hope that the workshop topics and competences acquired in CUT would be further developed by data acquisition workshop in UPB.
- PC explained on the format of budget which is similar to the 2nd regular meeting. The budget is allocated for four people from each Thai partner, and three people from UMinho and UPB. Cost of stay is 120 EUR/day/person. Cost of travel is calculated based on the distance between each partner university and CUT (the host of the meeting). He further remarked that participating in training cannot be charged to the project.
- The members asked for invitation letters from CUT soon for their VISA applications. An online sheet will be created for the partner leaders to fill in the list of participants.

Decisions: The 4th MSIE 4.0 regular meeting at CUT will be held during June 3-8, 2019.

Issues: None

(5.) The 5th MSIE 4.0 regular meeting at KKU

Meeting Notes:

- Prof. Kanchana – KKU leader – said that KKU will have a graduation ceremony on the beginning of December 2019. Therefore, she proposed to hold the 5th MSIE 4.0 regular meeting on the 3rd week of December.

Decisions: PEC initially agreed to hold the 5th meeting during (a.) 16-20 December 2019, or (b.) 6-10 January 2020. A final decision will be made later.

Issues: None

**(6.) The half-way report preparation****Meeting Notes:**

- PC explained that the half-way report submission is at the mid of April. Overall, the report covers three viewpoints: (a.) collaboration among all, (b.) project visibility, and (c.) expenses. PC requested to have a greater number of visitors on the project website for project visibility. For the expenses, he explained that the 2nd installment from the agency would be allowed if the total expenses are above 50% of the budget.
- The assessment of the report (100 marks) will be computed according to following weight distribution: relevant to the proposal 30%, quality of implementation 30%, collaboration among the partners 20%, and impact & dissemination 20%. To pass the assessment, the report must obtain 50 marks.

Decisions: For PC to prepare the half-way report, he requested all partner leaders to submit all the reports on time.

Issues: None

(7.) Financial statement**Meeting Notes:**

- PC provided a clear understanding of the budget. He said that the budget allocated for WP1 is huge; however, a lot is remaining which should be moved for WP2.
- He requested partner leaders to have a clear understanding on filling the project timesheet and help checking the reports from their project members. He briefly explained the details on filling the forms and list of attached documents for travel report. He underlined that the maximum number of hours per day is four, excepting on the meeting dates in which the number can reach to eight hours. Reporting working hours on holiday period is not appropriate.

Decisions: PC asked the partners to submit the payment request for the 2nd installment. He further emphasized on the due date for each type of report as follows. For the project members, they are asked to complete the monthly time sheet, travel reports (if applicable), and supporting documents for a month that they work on the project and submit the documents to their team leaders by the 7th of the following month. The team leaders gather the documents from their members, complete a financial statement, and submit the statement to PC by the 15th of the following month. When the PC receives the documents on time, he will be able to update the project financial statement by the 21st of the following month on the website. For all WP leaders, they are requested to prepare the WP monthly reports and submit to the PC by the end of the following month. This procedure provides a week for each party to prepare the documents and reports.

Issues: As explained above.


(8.) Other business
Meeting Notes:

- PC reported that the VAT issue has not yet been concluded. There is less possibility for us to reimburse for VAT resulting from the internal regulation of AIT. This issue delays the purchases for remote laboratory equipment and printers a bit. However, with the budget allocated around 50,000 baht, he already has a plan to buy a multifunction printer for each Thai partner as well as a conference camera for convenience in having communication among the partners.
- Dr. Wichai added an idea to have a wish list of equipment from each partner. The list will be gathered, discussed, and concluded to be a common list for all.
- Prof. Rui asked all to update the contact information on the online sheet.
- Dr. Wichai asked a possibility to have an easy-to-access directory/folder on the website to all for sharing files. PC, as the leader of task 5.2 (creating a project website ...) responded to the query by briefly explaining the structure and organization of the website.

Decisions: None

Issues: As explained above regarding the VAT.

5. Action Items

Action	Assigned to	Due Date
Evaluation reports	QCMB	As appropriate
Monthly time sheets, travel reports, and supporting documents (submit to the partner leaders)	All members	By the 7 th of the following month
Financial statement and supporting documents (submit to PC)	Partner leaders	By the 15 th of the following month
Update the project financial statement on the website	PC	By the 21 st of the following month
WP monthly reports (submit to PC)	WPLs	By the end of the following month
An activity calendar (now – 19 June 2019)	Prof. Kanchana	Soon
An activity calendar for the rest of 2019	Prof. Kanchana	Be ready by the 4 th regular meeting
An online sheet for a list of participants in the 4 th regular meeting	PC	Soon
Guideline for traveling to CUT, The invitation letters	Prof. Tomasz	Soon



6. Attachments (documents/handouts to bring, reading material, etc.)			
Description		Prepared by	
None			
6. Next Scheduled Meeting			
Date:	June 3 – 8, 2019	Time:	TBC
Location:	Częstochowa University of Technology		