

Meeting Minutes Report

Meeting Subject:	QCMB meeting		
Date of Meeting:	4 June 2019	Time:	14:00-17:30 pm
Minutes Prepared by:	Livia Lazar	Location:	Częstochowa, Poland
1. Attendance at Meeting			
Name	University		
1. Livia Lazar	Polytechnic University of Bucharest		
2. Supapan Chaiprapat	Prince of Songkla University		
3. Diana Mesquita	Universidade do Minho		
4. Robert Ulewicz	Czestochowa University of Technology		
5. Anintaya Khamkanya	Thammasat University		
6. Warapoj Meethom	King Mongkut University of Technology North Bangkok		
7. Sirorat Pattanapairoj	Khon Kaen University		
8. Huynh T. Luong	Asian Institute of Technology		
9. Wasawat Nakkiew	Chiang Mai University		
2. Purpose of Meeting			
1. To communicate with all members of QCMB how the project has progressed with respect to the project timeline.			
3. Meeting Agenda			
1. Progress of the project. 2. Notification of the next meeting.			
4. Meeting Notes, Decisions, Issues			
1. Progress of WPs: <ol style="list-style-type: none"> a. There are some delays in course development, that could be recuperated in the project timeline, as the WP Leader gives assurances. b. There was identified the need to develop a form for training evaluation. Diana Mesquita was nominated for developing the form accordingly to the proposals discussed in the meeting. The approved form will be integrated in the QCMP. c. There were presented the first features for the remote labs - WP3. User guides for teachers should be developed. 			



<p>a. The first steps for conducting the external quality control within Task 4.3. The documents were sent for evaluation to the selected auditor, Prof. Tan Kay Chuan. The QCMB will reunite by the end of June to analyze and evaluate the report submitted by the auditor.</p> <p>2. Notification of the next meeting. The next meeting will be held in Thailand during 21-24 January 2020. The schedule will be released later.</p>			
5. Action Items			
	Action	Assigned to	Due Date
1.	Develop Training evaluation form	Diana Mesquita	August 2019
2.	Review QCMP to include the training evaluation process	WPL4	After approved training evaluation
3.	Analyze and evaluation of the external audit report	QCMB	1 week from submitting
6. Attachments (documents/handouts to bring, reading material, etc.)			
	Description	Prepared by	
1.	WP4_04_Report	Livia Lazar	
6. Next Scheduled Meeting			
Date:	To be scheduled between 21-24 January 2020	Time:	TBS
Location:	Khon Kaen University, Thailand		