

## Meeting Minutes Report

<b>Meeting Subject:</b>	QCMB meeting		
<b>Date of Meeting:</b>	23 January 2020	<b>Time:</b>	10:00-12:00
<b>Minutes Prepared by:</b>	Supapan Chaiprapat	<b>Location:</b>	Khon Kaen University, Thailand
<b>1. Attendance at Meeting</b>			
<b>Name</b>	<b>University</b>		
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		
<b>2. Purpose of Meeting</b>			
1. To communicate with all members of QCMB how the project has progressed with respect to the project timeline. 2. To seek opinions from all members about how the upcoming tasks (Task 4.2, 4.3 and 4.4) will be handled.			
<b>3. Meeting Agenda</b>			
Progress of all WPs			
<b>4. Meeting Notes, Decisions, Issues</b>			
<b>1. WP2 and WP3</b> There were discussed different versions for unique identification of the courses developed under WP2 and WP3. The final proposal for codification presented next, it was submitted in the final meeting to the WP Leaders.			

Code of the course:

MSIE-xx-A-MySz-Bvv

Where:

xx- no of the course from "WP2 MSIE 4.0 Courses"

A

- Teaching materials (teacher): T
- Learning materials (student): L

MySz

- "M" – Modul,
- "y" – no of the module within the course
- "S" – Sesion
- "z" - no of the session within the module

Bvv

- "B" could be: L – for lecture, W – for worshop, A- assessment  
Note: for learning material, the letter "B" will be omitted
- vv- no of material within the session and according to the material type

Teaching materials:

MSIE-04-T-M2S3-L01  
MSIE-04-T-M2S3-L02  
MSIE-04-T-M2S3-W01  
MSIE-04-T-M2S3-A01

Learning materials:

MSIE-04-L-M2S3-01  
MSIE-04-L-M2S3-02  
.....  
MSIE-04-L-M2S3-10

## 2. Updates on WP4

### 2.1 Task 4.2:

- 1) There are missing evaluation criteria of a few tasks. Task leaders were reminded to establish the criteria before the deliverables will be submitted. Please see the attachment for the missing documents.
- 2) The submitted evaluation criteria must be revised with more information on course codification as attached to this meeting minutes.
- 3) Dr.Luong informed that Dr.Hashar, whose name listed as one of task leaders, did not participate in the project anymore. Dr. Luong will take on Dr. Hashar's responsibility.

### 2.2 Task 4.3:

- 1) After rejecting the report submitted previous by the other auditor due to poor quality, another auditor was contacted. The process was conducted between august and December 2019, with the on-site audit in October 21-25, 2019. The first external quality audit report was submitted by dr. Ruzika NIKOLIĆ in 9 December 2019. The main concerns were on tasks 2.1 and 2.2 being behind the schedule. There were also identified strong points: good budget distribution between WPs and partners; existing premises for project spin offs and international further collaborations; well-balanced workload distribution between WPs, activities, staff categories; precise developed procedures, that are followed within the project; sustainability of the project results ensured; admiration and gratitude to the Project Coordinator for the ways he is managing this project.
- 2) WP4L asked for a consensus if we will continue on inviting Dr. Ruzica to perform a final audit on project results. If so, the auditor will have to come to Thailand to observe the project dissemination in the International Conference on Active Learning in Engineering Education (PAEE/ALE' 2020) in Pattaya, Thailand, during August 26 -28, 2020. **Decision:** QCMB approved Dr. Ruzica as an auditor for final evaluation on project results.
- 3) WP4L requested the member of QCMB not to simply answer "yes" in the questionnaires which probably is given in the final audit of project results.



<p><b>2.3 Task 4.4:</b></p> <p>1) WPL4 and WPCo-Leader (Task 4.4 leader) updated the progress of Task 4.4. There was one candidate returning a self-evaluation check sheet. Task leader will have to contact more candidates. WPL4 will seek possibility to split up the financial audit into 2 parts: the first will take place around April, and the last must be no later than September.</p> <p>2) "Name" and "Date" are missing from the self-evaluation check sheet.</p> <p><b>3. Updates on WP5</b></p> <p>1) there should be more updates on the project website for the dissemination events and publications reports.</p> <p><b>4. Notification of the next meeting.</b></p> <p>The next meeting will be held in Romania during 18-22 May 2020. The schedule will be released later.</p>			
<b>5. Action Items</b>			
<b>Action</b>		<b>Assigned to</b>	<b>Due Date</b>
1. Establishment and revision of deliverables evaluation criteria		QCMB	Before the evaluation of the deliverables
2. Action plan Task4.3-4.4		Livia Lazar	January 24 <sup>th</sup> , 2020
3. Contact the auditor to invite her for the second and final quality audit		Task 4.3 leader	February 28 <sup>th</sup> , 2020
4. Recruitment of more financial auditors.		Task 4.4 leader	Mar. 3 <sup>rd</sup> , 2020
5. Revision of the self-evaluation check sheet for the financial audit candidates		Task 4.4 leader	Feb. 28 <sup>th</sup> , 2020
<b>6. Attachments (documents/handouts to bring, reading material, etc.)</b>			
<b>Description</b>		<b>Prepared by</b>	
1. WP4 Report		Livia Lazar	
<b>6. Next Scheduled Meeting</b>			
<b>Date:</b>	To be scheduled between 18-22 May 2020	<b>Time:</b>	TBS
<b>Location:</b>	Bucharest, Romania		