

## Meeting Minutes Report

<b>Meeting Subject:</b>	Project Executive Committee (PEC) Meeting		
<b>Date of Meeting:</b>	June 4 <sup>th</sup> , 2019	<b>Time:</b>	14:00-18:00 (GMT+1)
<b>Minutes Prepared by:</b>	Duangthida Hussadintorn Na Ayutthaya	<b>Location:</b>	Room 211, CUT
<b>1. Attendance at Meeting</b>			
<b>Name</b>		<b>University</b>	
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. Uttapol Smutkupt (Observer)		Chiang Mai University	
5. Prof. Tomasz Nitkiewicz (Member)		Częstochowa University of Technology	
6. Prof. Kanchana Sethanan (Member)		Khon Kaen University	
7. Dr. Thitipong Jamrus (Invitee)			
8. Prof. Athakorn Kengpol (Member)		King Mongkut's University of Technology North Bangkok	
9. Dr. Thanate Ratanawilai (Member)		Prince of Songkla University	
10. Dr. Apiwat Muttamara (Member)		Thammasat University	
11. Prof. Tom Savu (Member)		University Politechnica of Bucharest	
12. Prof. Livia Lazar (Invitee)			
13. Prof. Rui M. Lima (Member)		University of Minho	
<b>2. Purpose of Meeting</b>			
(1.) To update the overall progress of each WP to PEC by QCMB			
(2.) To update the progress of WP2, WP3, WP5			
(3.) To inform and discuss on the current issues of the project			
(4.) To update the financial statement with the PEC members			



<p><b>3. Meeting Agenda</b></p>
<p>(1.) Status of QCMB                  (2.) Overall progress of WP3, presented by WP3 leader                  (3.) Overall progress of WP2, presented by WP2 leader                  (4.) Overall progress of WP5, presented by WP5 leader                  (5.) Financial statement</p>
<p><b>4. Meeting Notes, Decisions, Issues</b></p>
<p>Dr. Pisut (Project Coordinator – PC) briefly explained the agenda of the meeting and invited Prof. Livia (QCMB leader), to update the status of WP5.</p> <p><b>(1.) Status of QCMB</b></p> <p><b>Meeting Notes:</b></p> <ul style="list-style-type: none"> <li>• Prof. Livia discussed on the following topics.                         <ul style="list-style-type: none"> <li>○ Update the QCMB structure</li> <li>○ WP’s final report</li> </ul> <p>The final report of WP1 was displayed on the screen. Prof. Rui commented regarding the redundancy of the introduction session.</p> <ul style="list-style-type: none"> <li>○ WP Leader’s Monthly Report</li> <li>○ External Audit Report</li> <li>○ Deliverables evaluation, according to the evaluation criteria and Work Project Plan</li> <li>○ Internal Quality Controls and Monitoring</li> </ul> </li> </ul> <p><b>Decisions:</b> None</p> <p><b>Issues:</b> As explained above.</p> <p><b>(2.) Overall progress of WP3, presented by WP3 leader</b></p> <p><b>Meeting Notes:</b> Dr. Luong – WP3 leader – reported the progress of the following tasks.</p> <ul style="list-style-type: none"> <li>• <u>Task 3.3</u> Developing a web-portal for online learning (V-Class): The developing platform had already tested with one course offered at AIT. The first report had sent to QCMB. The team is improving the platform according to comments and suggestions.</li> <li>• <u>Task 3.7</u> Developing a laboratory and online remote access of the laboratory works: The structure of the lab had been discussed already. The lab is in the development stage. Two servers had been installed – one for V-Class and the other one for the lab. The team had contacted vendors for NI and additive units. In this regard, Dr. Pisut reported that the team will purchase additive units soon.</li> </ul> <p><b>Decisions:</b> None</p> <p><b>Issues:</b> None</p>


**(3.) Overall progress of WP2, presented by WP2 leader**

**Meeting Notes:** Prof. Tomasz – WP2 leader – reported the progress of the following deliverables (Dev(s)).

- Dev 2.1 A modernized curriculum for Master's degree in Industrial Engineering: WP2 already have the outcome.
- Dev 2.2 Syllabuses for all courses in the curriculum: A slide template for course developers to report their progress will be prepared soon.
- Dev 2.3 Pilot teaching in modernized MSc at partner universities: He requested nine courses for the pilot test. The minimum is one course from each partner university. He further suggested that the partners can do the pilot within the current courses offering at their university.
- Dev 2.4 Assessment of pilot test of the key courses and improved courses: He planned to come up with a format for assessment. For this Dev, PEC discussed various aspects – evaluators (faculty members from other partner universities), ETCS, student assessment, etc.

**Decisions:** None

**Issues:** As explained above.

**(4.) Overall progress of WP5, presented by WP5 leader**

**Meeting Notes:** Prof. Kanchana – WP5 leader – reported the progress of the following tasks.

- Task 5.1 Development of a Dissemination, Exploitation & Sustainable plan: The plan had been approved already by QCMB and had been waiting for approval from PEC.
- Task 5.2 Creating a project website to support the dissemination strategy, and communication and collaboration among partners: The website had already developed. She also provided the profiles and number of Facebook page likes for the project's official Facebook page. In this regard, PC asked help from partners to increase the number for project visibility.
- Task 5.3 Production & dissemination of project materials: She planned to launch the second flyer of the project to the target group by June 2019. She also reported the hosting of the MSIE 4.0 website on the partners' website.
- Task 5.4 Publications in journals, etc.,: She reported an overview of publications made by the project members.
- Task 5.6 Organizing dissemination events with relevant stakeholders: She reported the MSIE 4.0 seminar event organized at Khon Kaen University and Ubon Ratchathani University, Thailand.

**Decisions:** None

**Issues:** None



**(5.) Financial Statement**

**Meeting Notes:**

- PC provided an overview of the mid-way report which was already uploaded on the project website. He explained the change of AIT president.
- In terms of finance, PC mentioned about the procedure and due dates of submitting timesheets and the financial statement. He requested all partners to strict with the procedure and due dates. He also requested all to clearly describe the tasks performed in the timesheets and asked help from partner leaders to review the documents of their team before submitting them to him.
- He reported an overview of spending and the transfers to the partners. He mentioned that the 2<sup>nd</sup> installment had transferred to CMU last week and UPB has not yet made a request for the 2<sup>nd</sup> installment.
- He said that the financial reports are available on the project website under the WP6 resource.

**Decisions:** None

**Issues:** None

**5. Action Items**

Action	Assigned to	Due Date
None		

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

Description	Prepared by
None	

**6. Next Scheduled Meeting**

<b>Date:</b>	During 21 <sup>st</sup> – 24 <sup>th</sup> January 2020	<b>Time:</b>	TBA
<b>Location:</b>	Khon Kaen University		