

Minutes Project Management Meeting (2)

Date: March 26, 2021 - 9.30 (CET)

Place: Videoconference by MS Teams

Docs:

https://upvedues.sharepoint.com/:f:/s/GeoTAKManagementTeam/EhQ_ttNE0ZIFpasMJ7Mu9PEBlu6FJeOhRblw7hNBZQb1IA?e=WrpL5L

Agenda

- *Management & communication (UPV)*
 - ✓ MS Teams group & storage
 - ✓ GeoTak Web: structure & contents
 - ✓ Management committee members
 - ✓ PA & transfers
- *Needs in research and development (KSUCTA & NUACA)*
 - ✓ Review & survey draft
- *Concept of National Research Nodes (KTH & all)*
 - ✓ Ideas and discussion
- *National Advisory Boards draft (NUACA, KSUCTA & local partners)*
 - ✓ Draft lists
- *Equipment (KTH & 6 partner universities)*
 - ✓ Equipment list draft
 - ✓ National regulations to follow
- *Curricula development (PC universities)*
 - ✓ Preliminary actions and forethought
- *Quality Plan (VUB)*
 - ✓ Risk assessment exercise summary
 - ✓ Structure of Quality Plan
- *Dissemination*
 - ✓ PC websites and social networks
 - ✓ Local events in Armenia and Kyrgyzstan
- *Conclusion and closing*

Participants at the Project Management Meeting

UPV	Luis A. Ruiz Juan Pedro Carbonell Jesús Torralba
KTH	Huaan Fan
VUB	Jonathan Chan Carlos Machado
UL	Anka Lisec
NUACA	Varazdat Hovhannisyan

YSU	Artak Piloyan Arsen Apyan
ANAU	Gurgen Yeghiazaryan Naira Aloyan Ruzan Ghazinjan
CCRA	Astghik Grigoryan
KSUCTA	Akylbek Chymyrov
KSMU	Bekbolot Attokurov
OshTU	Gulshaan Ergeshova

During the second Project Management Meeting (PMM) of project GeoTAK the coordinator announced the creation of a **management group in MS Teams** to do the management meetings by videoconference, which also has a storage capacity for the common documents of the project to be accessible by all partners. The **project website** (<https://geotak.webs.upv.es/>) structure and contents were presented, as well as the final list of the **management committee** members (<https://geotak.webs.upv.es/workplan/> 5.3 *Project management committee meetings*). Most of the partners have already signed the **partnership agreement**, so for these partners the transfers of the first installment will be effective within the next few weeks.

Regarding the creation of **National Research Nodes**, we agreed that they should start working together with the activities of the project (workshops, courses, etc.) and try to involve Government and Administration for sustainability. Following steps will be followed:

1. Create Advisory Boards of NRN (List of 6-10 key persons from academy, industry and administration)
2. Meetings for definition of mission and goals (document)
3. Constitution of the Research Nodes (signed agreement)

A commission for quality control and assessment will be created and they will start working in the **Quality Plan** to be finished by the end of June.

The coordinator and local partners explained that a dissemination National kick-off meeting of E+ CBHE projects was held in March 17 and 18 in Armenia, where GeoTAK was presented, and in Kyrgyzstan a similar event was going to be held on April 5, and a project monitoring session in April 6 as a part of the quality control system, all of them organized by NEOs. The results of the monitoring session in KG will be analyzed during the 3rd PMM.

The following decisions were taken and tasks proposed for the next weeks:

Task	Description	Deadline	Responsible/Participants
1.1	<i>Survey for identification of research & development needs</i> ✓ Review previous reports (state of the art) ✓ List of stakeholders and draft questionnaires (stakeholders/academy)	16 th April 3 rd PMM	KSUCTA & NUACA/ All Armenian and Kyrgyz partners
2.1/2.2	<i>Creation of National Research Nodes in GIT</i> ✓ List of members of Advisory Board	3 rd PMM	KTH/ All Armenian and Kyrgyz partners & stakeholders
3.1	<i>Analysis of needs and equipment acquisition</i> ✓ List of existing equipment & facilities, and technical specifications of proposed	6 th April	KTH/ All Armenian and Kyrgyz partner universities

Task	Description	Deadline	Responsible/Participants
	equipment > link to oneDrive document		
3.5	<i>Curricula development at postgraduate level</i> ✓ Local meetings for defining university needs and discussing common degrees	Reported at 3 rd PMM	UL/ All partners
4.1	<i>Quality plan: creation and development</i> ✓ Definition of Quality Commission members (one per country)	6 th April	VUB/ All partners
6.1	<i>Project websites and social networks</i> ✓ Contact persons to create local GeoTAK websites (NUACA, KSUCTA)	6 th April	NUACA, KSUCTA & UPV