

QUALITY BOARD MEETING MINUTES

Board Meeting Number: 4

Date: February 1, 2024

Start Time: 5:00 pm

End Time: 5h30 pm

Author: Michaela Tscherne

Chair: Carmen Sippl

Participants:

PH NÖ: Babette Lughammer, Michaela Tscherne

ELTE: Gabriella Perge

Siegen: Berbeli Wanning

LMU: Christian Hoiß

Maribor: Jana Ambrozic-Dolinsek

Tartu: Emanuele Bardone

EKUZ: Sabine Seidler

BD Vorarlberg: Markus Juranek, Ivo Walser, Christoph Rinderer

DROSTE: Anke Kramer

Other:

Work Package(s):

- ☒ WP1 CNL Manual Part 1
- ☒ WP1 CNL Manual Part 2
- ☒ WP2 CNL Platform
- ☒ WP2 CNL Learning Scenarios
- ☒ WP3 CNL MOOC
- ☒ WP4 CNL Narratives
- ☒ Other: Project Progress

☒ Select one

To-do list from last meeting:

Action Items/Responsible Person

Status

Due

Minutes:

Project Progress Report dtd Jan 15, 2024 was discussed.

Multiplier Event in Maribor is being planned. The final version of the draft will be sent by Feb 9, 2024. The draft version of the program was presented by Jana.

Project Management will invite to monthly project meetings as from February, 2024.

Evaluation & Recommendations previous work:		
<p>The project is slightly delayed for WP2. The project plan (GANTT) was modified accordingly. The deadline for the end date of WP2 will be kept.</p> <p>The previous cooperation is regarded positively by the Quality Board. The previous output meets the expectations.</p> <p>There is a strong focus on quality.</p> <p>The processes for review are defined and kept. The partners are communicating in meetings and by writing emails. For the future project management will invite to monthly meetings.</p> <p>Financial report was approved (included in Progress Report dtd January 15, 2024).</p>		
<p>Revision recommended:</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Comments:</p>		
To-do list:	Responsible person	Due
Comments:		