



**PARTNER:** Simplicatus AS

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**DATE:** 2008-07-22

**REVIEWER:** Grzegorz Karwasz, Harvey Mellar

**DATE:**

**Agenda for meeting between Contractor and Coordinator**

**VERSION:** 1

## **Contractor-Coordinator Meeting 2008-07-23/24 in Torun**

Participants: Grzegorz Karwasz, Vegard Engstrøm

### **Overall project coordination**

- Planning/updating the project progress plan based on current delays
  - Gantt diagram for progress plan: <http://forum.mosem.no/index.php?topic=151>
  - Timing of evaluation for deliverables: <http://forum.mosem.no/index.php?topic=174>
- Next coordination meeting in September?
- Preparing for the Interim report
- Status and progress for each work package (see below, plus other relevant topics)

### **Specific topics by Work package**

#### ***WP1 Administration***

- Collecting partner contracts and finalizing list of partners:  
<http://forum.mosem.no/index.php?topic=24>

#### ***WP2 Coordination***

- Respecting the deadline for progress report 4: <http://forum.mosem.no/index.php?topic=35>
- Using the Calendar function: <http://forum.mosem.no/index.php?topic=159>
- Using the forum in general: <http://forum.mosem.no/index.php?topic=53>  
<http://forum.mosem.no/index.php?topic=97>  
<http://forum.mosem.no/index.php?topic=128>
- Posting an updated summary of the project status regularly:  
<http://forum.mosem.no/index.php?topic=42>
- QA procedures: <http://forum.mosem.no/index.php?topic=144>
- Gender Equality: <http://forum.mosem.no/index.php?topic=138>

#### ***WP3 High-tech kit and WP4 Low-tech kit***

- Production of High-tech kit: <http://forum.mosem.no/index.php?topic=142>
- Production of Low-tech kit: <http://forum.mosem.no/index.php?topic=46>

#### ***WP5 Teacher Seminar, WP6 Support Materials and WP7 Media files***

- Testing of Teacher Seminar in the fall: <http://forum.mosem.no/index.php?topic=149>
- Date for Nottingham meeting: <http://forum.mosem.no/index.php?topic=127>
- Online modules - development, testing, translation: <http://online.supercomet.no>
- Teacher Guide - development and connection to seminar, minds-on kits, videos etc.
- Producing and uploading videos to the Graz database:  
<http://forum.mosem.no/index.php?topic=143>

#### ***WP8 Evaluation and WP9 Valorisation***

- Formative evaluation - followup of WP leaders: <http://forum.mosem.no/index.php?topic=103>
- Setting up reference groups: <http://forum.mosem.no/index.php?topic=88>