



**PARTNER:** Simplicatus AS

**AUTHOR:** Vegard Engstrøm

**DATE:** 2008-09-15

**REVIEWER:** Grzegorz Karwasz, Harvey Mellar

**DATE:**

**Agenda for meeting between Contractor and Coordinator**

**VERSION:** 2

## **Contractor-Coordinator Meeting 2008-09-15/23 in Torun**

Participants: Grzegorz Karwasz, Andrzej Karbowski, Vegard Engstrøm

### **WP2 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>
- Follow-up of previous coordination meeting PM05
  - Discussion topic and minutes: <http://forum.mosem.no/index.php?topic=153>
- Follow-up of PM06 in Cyprus and the overall development in the project
  - Training for using the forum and calendar function - how did partners react to this?
    - o <http://forum.mosem.no/index.php?topic=159>
    - o <http://forum.mosem.no/index.php?topic=53>
    - o <http://forum.mosem.no/index.php?topic=97>
    - o <http://forum.mosem.no/index.php?topic=128>
  - What is the status for the high-tech kit?
  - Connection between development of the teacher seminar, kits and support materials?
- Preparations for PM08 in Nottingham
  - Follow-up topics and decisions from previous meetings, integrate work from other work packages with WP6 Support materials
    - o <http://forum.mosem.no/index.php?topic=127>
- Preparations for the Interim report
- Progress report 4: <http://forum.mosem.no/index.php?topic=35>
- 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**

- Discussion topics
  - 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>
- Plans and designs
  - New materials produced at UMK workshop
  - Discuss first prototype
  - Discuss how and when the production will be done (as detailed as possible)
  - Prepare meeting with Soliton in Sopot to monitor their work

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

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

### **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>