



PARTNER: Simplicatus AS

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DATE: 2008-09-24

REVIEWER: Grzegorz Karwasz, Harvey Mellor

DATE: 2008-10-01

PM07 Minutes from meeting Contractor/Coordinator

VERSION: 2

Participants: Grzegorz Karwasz, Andrzej Karbowski, Vegard Engstrøm

Dates: 2008-09-10, 2008-09-14, 2008-09-15, 2008-09-16, 2008-09-17 and 2008-09-23

Project coordination, evaluation, valorisation

- WP2 – Status report 4 discussed, will be completed and submitted by Coordinator 2008-09-19.
- WP2 – Progress plan (Gantt) draft reviewed by HM, Coordinator updates document by PM08.
- WP2 – Gender Equality: Female students in videos, interview female role models, demonstrate medical applications among kit activities (use USB sensor?) – to be discussed at PM08.
- WP2 – Online collaborative tools will be revisited and followed up with WP leaders at PM08.
- WP2 – Interim report will be submitted by 2008-12-01, Coordinator's draft review at PM08.
- WP8 – Coordinator follows up with Evaluator regarding evaluation process for kits/seminars.
- WP8 – Ethics guidelines for testing of deliverables: <http://forum.mosem.no/index.php?topic=184>
- WP9 – Project presentation by VE and AK at PSNPP Annual meeting 2008-09-14.
- WP9 – Reference groups to be presented at PM08, Contractor prepares introduction letter.
- MOSEM² – UMK joins as partner without funding, participates at kick-off in Amsterdam.

Financial routines

- WP1 – Contractor follows up partners on staff reporting for Interim Report.
- WP1 – Deadline for submitting (travel) reimbursement forms for Interim Report 2008-11-01.
- WP1 – Travel expenses incurred before 2008-11-01 will not be reimbursed if submitted later.
- WP1 – Separate (other costs) reimbursement forms for kit materials by type of costs.
- WP1 – Include list of high/low-tech kit contents matched with invoices in reimbursement forms.
- WP1 – QA form to be used for reviews, QM plan update will be submitted to HM for review.

Project meetings

- PM06 Minutes reviewed and approved.
- Coordinator will prepare minutes from WP3 and WP7 meetings in Udine and Graz ASAP.
- PM08 Agenda prepared in collaboration with Gren Ireson, posted on project forum.
- Further project meetings (in London(?) Brno) discussed, to be followed up at PM08.
- WP4 meeting in Torun in November, date to be determined at PM08.
- It is suggested to have a project meeting in Amsterdam connected to the MOSEM² kick-off.

Development process for project deliverables

- WP3 – Good progress on high-tech kit in Udine, urgently need subcontracts for USB production.
- WP4 – Low-tech kit progress reviewed as walkthrough (ref. QM plan):
 - 10 pre-prototype low-tech kits will be produced in October, 6 sent abroad and 4 in Poland.
 - UMK presents sketch/diagram of low-tech kit physical packaging/layout at PM08.
 - Excel file with complete list of contents/prices for Low-Tech kits presented at PM08.
 - Revised contents of low-tech kit, discussed packaging/shipping – costs within budget.
 - Production of remaining kits will be done in January for full testing among all partners.
 - Simplicatus orders Atom Models and ships to Soliton for packaging ASAP.
 - Soliton develops/adapts foam-padded boxes for physical assembly / packaging of kits.
 - Universal stand for experiments reviewed and discussed with regard to further updates.
- WP6 – Student worksheets could be prepared during WP5 teacher seminars? Discuss at PM08.
- WP6 – Simplicatus follows up online modules – to be presented at PM08.
- WP7 – Udine, Graz has organized all existing, submitted media files.
- WP7 – Organization of media database for WP6 and MOSEM² discussed, followed up at PM08.
- WP7 – Simplicatus will submit media files to Graz on DVDs at PM08.
- WP7 – UMK records videos of Low-Tech kit and submits to Graz for WP6.