



PARTNER: Simplicatus AS

AUTHOR: Vegard Engstrøm

DATE: 2008-07-30

REVIEWER: Grzegorz Karwasz, Harvey Mellar

DATE:

PM05 Minutes from meeting Contractor/Coordinator

VERSION: 1

Participants: Grzegorz Karwasz, Vegard Engstrøm

Overall project coordination

- The Contractor will complete collecting the partner contracts and finalize the partner list ASAP.
- The Coordinator will update the project progress plan from the full proposal:
 - Gantt diagram: <http://forum.mosem.no/index.php?topic=151>
 - Evaluating deliverables: <http://forum.mosem.no/index.php?topic=174>
- The Coordinator follows up partners to ensure that progress report 4 is on time.
- Interim report will be submitted by 2008-11-01, Coordinator's draft review at PM08 Nottingham.
- QM plan adopted, we will use QA form for reviews: <http://forum.mosem.no/index.php?topic=144>
- The Coordinator follows up WP leaders on **Gender Equality** and **Ethics** for project deliverables: <http://forum.mosem.no/index.php?topic=138>, <http://forum.mosem.no/index.php?topic=184>

Project meetings

- PM06 Coordination meeting will be in Cyprus 19-20 August during the GIREP/MPTL conference.
- PM07 Low-tech kit workshop/coordination meeting will be in Torun 1-22 September.
- PM08 Support materials workshop will be in Nottingham 10-12 October.

Online collaborative tools

- Partners are requested to post in the forum or send personal messages, not send emails. The Coordinator follows up with the partners: <http://forum.mosem.no/index.php?topic=53>, <http://forum.mosem.no/index.php?topic=97>, <http://forum.mosem.no/index.php?topic=128>
- Partners are asked to use the Calendar function: <http://forum.mosem.no/index.php?topic=159>
- The Coordinator contacts the Evaluator about posting an updated project status summary regularly: <http://forum.mosem.no/index.php?topic=42>

Development process for project deliverables

- The Coordinator follows up WP3 High-tech kit: <http://forum.mosem.no/index.php?topic=142>
- The Coordinator follows up WP4 Low-tech kit: <http://forum.mosem.no/index.php?topic=46>
 - Demonstration experimental setups will be ready for display at GIREP/MPTL workshop with 30 participants, trying out a short version of the prototype Teacher Seminar.
 - Excel file with complete list of contents/prices for Low-Tech kits will be ready 4 August.
 - If kit price exceeds budget, the number of kits will be reduced (e.g. from 50 to 40).
 - Preproduction of ~10 kits will be done in September for early trials with a few partners
 - Production of remaining kits will be done in January for full testing among all partners.
 - Soliton orders Atom Models and other commercial products for assembly of kits.
 - UMK Torun orders materials and fabricates specially designed parts of the kits.
 - UMK Torun designs the physical assembly of the kits in collaboration with Simplicatus.
 - Design of metal stickers are postponed until January production, based on initial trials.
- The Coordinator follows up WP5 Teacher Seminar: <http://forum.mosem.no/index.php?topic=149>
- The Coordinator follows up WP6 Online modules: <http://online.supercomet.no>
 - Simplicatus / subcontractor prepares updated version before GIREP/MPTL conference.
- The Coordinator follows up WP6 Teacher Guide - connection to seminar, minds-on kits, videos.
- The Coordinator follows up WP7 Videos: <http://forum.mosem.no/index.php?topic=143>
- The Coordinator follows up WP8 formative evaluation with WP leaders: <http://forum.mosem.no/index.php?topic=103>
- The Coordinator follows up WP9 Reference groups: <http://forum.mosem.no/index.php?topic=88>