



MECA PROJECT MEETING - Toulouse 2-3 June 2016

MECA PROJECT MEETING MINUTES

INSA Toulouse, June 2-3, 2016

Participants

1. Etienne SICARD, INSA Toulouse, France
2. Alexandre BOYER, INSA Toulouse, France
3. Virginie MIQUEL, INSA Toulouse, France
4. Slavka Tzanova, TUS Sofia, Bugaria
5. Maria Ivanova, TUS Sofia, Bugaria
6. Rossen Radonov, TUS Sofia, Bugaria
7. Svetozar Andreev, TUS Sofia, Bugaria
8. Petronela BURCEAG, EACEA officier, Belgium
9. Rosario GILL, UNED, Spain
10. Manuel CASTRO, UNED, Spain
11. Martin KLOSSEK, eWORKS, Germany
12. Massimo Ruo Roch, Politecnico di Torino, Italy
13. Danilo Demarchi, Politecnico di Torino, Italy
14. Paolo Astengo, Astel, Italy
15. Mile Stankovski, UKIM Macedonia
16. Risto Chavdarov, UKIM, Macedonia
17. Lucia Popescu, Giga Electronic Int., Romania
18. Gabriel Popescu, Giga Electronic Int., Romania
19. Galina Stavreva, AMG Technology, Bulgaria
20. Vladimir Stavrov, AMG Technology, Bulgaria
21. Elena Eyngorn, TU Berlin, Germany
22. German Sterenharz, TU Berlin, Germany
23. Oliver Krammer, BME, Hungary
24. Peter Martinek, BME, Hungary
25. Zsolt Illyefalvi-Vitez, Lightware, Hungary
26. Javier LEAL, INOMA, Spain
27. Alain Guiavarch, INES-Solaire, France
28. Dragan Stankovski, ATRONIKA, Macedonia
29. Igor Markovski, ATRONIKA, Macedonia
30. Norocel Codreanu, UPB-CETTI, Romania



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DAY 1: JUNE 2ND

Slavka Tzanova (ST): Project Status

- Check of deadlines of May 16
 - All partner agreements are signed and first advance transferred to all partners
 - Working Groups are OK
 - The webpages are done in all languages
 - Educational needs analysis is OK
 - The last version of Cloud Concept ready on the Web page
 - Business partners were very active and will develop additional courses
 - Feasibility of mClouds Analysis questionnaire OK
- Conclusion: All tasks of the To Do list from the kick-off meeting are done. Milestone 1 is OK. First project objective is attained.

ST: Financial Report

- UNIT COSTS must be reported instead of STAFF COSTS
- Costs for project implementation: travels, conference fees, dissemination, ... and the partner decide how to spend them
- We use the Mobility Cost for the training events, we do not have travel of students in this project. We will do training seminars for system administrators for mClouds, later on - for teachers how to use mClouds.
- The challenge is to build the common European infrastructure, so we need several trainings on this.
- Send all the copies of the reporting docs in PDF to ST

Officer Petronella Burceag (PB) Comments

New for them the management of Unit Costs too.

We keep our reporting system, but Unit Cost is a simplification but the internal accounting must follow our own rules.

ST: presentation of EU Responsibles (Anne Gervaise and Guido di Fiore) about Audit and Financial Reporting

ST presents the documents to be prepared for Financial Reporting.

The presentations are on the Project Website and already sent by Slavka to the partners. Presented slides are:

- Knowledge Alliances Ex post audit Anne Gervaise.pdf
- KA Kick Off 2016 financial presentation FINAL Guido di Fiore.pdf



And available at the page Website <http://meca-project.eu/documents.php>.

Discussion with PB of how to report.

Norocel Codreanu (NC): not possible to have a double reporting, it raises contradictions.

ST asks to PB a written document/guidelines in which are explained the way of how to report the implementation costs as staff costs.

Oliver Kramer (OK) says that we do not know how to report.

NC try to explain everything with an example.

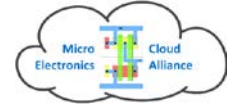
ACTION: The Partners ask to have a written document by EU explaining how to correctly report. In fact, the problem is not running the project, but how to Report correctly.

ST: Need Analysis

ST presents the educational need analysis with summarized results of surveys with:

- Students (152)
- Teachers (59)
- Industry (23)

See the analysis of needs with the literature study and the SWAT analysis for the choice of e-learning environment in the file Educational Need Analysis MECA



DAY 2: JUNE 3^D

Martin Klossek (MK): Feasibility of mClouds Survey

MK present the results of the survey done to teachers, students, representatives of the business and system administrators about the usage of ICT facilities and software available at each institution (academic and business). The analysis of the technical cloud questionnaires is done.

ST: we have very positive results and we have right indications of how to start.

ST presents the To Do List for the next period for all the partners.

Sept/2016 deadlines

- Feasibility of Cloud
 - Polito/eWorks supporting
 - Guidelines (TBD among technical experts)
 - Licenses and which software to share
 - Available HW
- Specifications
 - Model to be implemented
 - Sharing, interoperability
- Tests at three institutions -> **BME will join the test with Polito and eWorks**
- Syllabi of all courses
- Website updated regularly
- Formative evaluation

Others:

- E-Learning Courses
 - Template
 - Moodle
 - Virtual Labs
- Dissemination
 - Conferences
 - Involvement of other users

Danilo Demarchi (DD) asks that all the Server names are setup inside the Project Domain **meca-project.eu**.



NEXT Meeting: Politecnico di Torino, Torino Italy, 5th-7th October 2016.

The participants in the meeting are then split in 2 groups in two meeting rooms:

- Project Meeting
- Technical Course on the Cloud System

General Meeting

For having feedback from EU on how to document costs, two example are prepared, one related to dissemination, the other on purchase of a Server for Cloud setup.

Competence Matrix

- The Competence Matrix is ready, and we had very good feedbacks from Industry. ST analyses the different courses with the partners.
- It is underlined the importance of sharing the expertise from the partner, building courses that are a merge of the best expertise and practice of the project partners

OK presents the Dissemination plan and results till now

- Website is OK
- All results are published on the Project Web page
- The Table of Results on the Project Web page is coherent with the proposal and an easy access for Officer and Reviewers
- **ACTION:** PPTs and PDFs of the Need Analysis Reports and Documents will be added
- Meetings: for each meeting the presentations and photos are uploaded
- **ACTION:** to publish the docs of Toulouse meeting
- The pages in all partner languages are OK
- Dissemination Plan is ready
 - OK presents the work done
- The paper presented at the Conference ISSE 2016 will be published soon in IEEE Explore
- UNED will present the project on the EADTU 2016 conference in Rome in October
- UNED will cooperate in Facebook maintenance
- ST has presented in December 2015 the project on the training event of the Bulgarian NA.



- **ACTION: ALL PARTNERS** must update the document in Google Docs for their activities in the Dissemination Plan
- **ACTION:** OK sends the link to Google Docs document to Partners
- **ACTION:** to organize a Training Event in TU Berlin. Date will be decided.
-

ToDo List and Concluding Remarks

The list is checked by ST.

ACTION: ask to Massimo Ruo Roch (MRR) and MK to prepare a summary about the conclusions emerged during the training sessions: architecture, implementation, specifications.

Moodle is the Reference Platform for Course Development. Other platforms have been analysed, but most of them are not free. Moodle instead is free and was used from several partners in previous project, so it can be considered a continuation of previous expertise acquired in Erasmus+ projects.

PB says that she received feedbacks from her Director and the problem about financial reporting with staff costs will be solved soon, and they will update us.