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| Project acronym MIND | | Project title Development of mechatronics skills and innovative learning methods for Industry 4.0 | |
| Meeting title M3 Third transnational virtual project meeting, Trnava, Slovakia | | | |
| Host / Organizer Peter Košťál (STU Team) | | Location Virtual place via MS Teams Platform | Date 10.-11.09.2020 |
| Participants Dan Stan, Emil Teutan, Alin Plesa, Alexandru Ianosi Miloš Simonović, Aleksandar Miltenović Peter Kostal, Vanessa Prajova | | Organization UTCN UNI STU | Number 4 2 2 |
| Total: | | | 8 |
| Preparations | | | |
| # | Notes | | Responsible |
| 1 | All given times are Romanian times. | | All |
| 2 | Please follow the time slots allocated to you. | | All |
| 3 | Responsible of the agenda item must compile all the existing results beforehand and present them. | | All |
| 4 | Please read all the instructions and respect the time. | | All |

| Agenda | | | |
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| # | Item | Responsible | Time |
| Thursday 10th September, Virtual meeting via MS Teams Platform 1st Day | | | |
| 1 | Project Management 1.1 Timesheets and certificates of link with institutions. Other documents needed. Q&A. 1.2 Contracts Review of time and costs devoted to the project from September 2019 to September 2020 | Dan Stan (UTCN) | 11:00 |
| 2 | Checking of the planning of the intellectual outputs 2.1 State of progress of the intellectual outputs O2, O3, O4, O5 2.2 Validation of the distribution of tasks - Each partner will present the short plan for each activity they have ownership. | Dan Stan (UTCN) Peter Kostal (STU) | 12:00 |
| 3 | Mid-term report: 3.1 Filling the data in Mobility tool+ for mid-term report 3.2 EPAL results platform 3.3 Multiplier events – status and plans for their organizing regarding pandemic situation | Dan Stan (UTCN) | 14:00 |
| 4 | Update Calendar of the project/deadlines/milestones | Dan Stan (UTCN) | 16:00 |
| | End of the session | | 17:00 |



| Friday 11th September, Virtual meeting via MS Teams Platform 2nd Day | | | |
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| 5 | E1 – multiplier event preparation Timișoara and E2 – multiplier event preparation Trnava | | 10:00 |
| 6 | Course / curriculum – Design and development MIND Curriculum | | 10:30 |
| 7 | Discussion and preparation of MIND Course support | | 10:45 |
| 8 | Preparation of next TPM 4th Joint Annual meeting 3-4/12/2020 M4 Serbia | | 11:00 |
| 9 | Evaluation scores of the meeting | | 11:15 |
| | End of the Transnational Project Meeting | | 11:30 |

| Minutes and actions | | | |
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| # | Item | Responsible | Type |
| 1 | <p>Project Management The partners discussed the project objectives, activities and events of the project and the results we should achieve at the end of the project. The results of the monitoring of the MIND mid-term report and what needs to be improved in the coming period were discussed.</p> <p>With regard to the worksheets, the costs incurred from September 2019 to September 2020 were presented as follows: - all partners should implement the planned activities and spend the planned budget for the implementation of the IC - The budget allocated to intellectual production is as follows: EUR 74 / day (EUR 9.25 / hour) for researchers, EUR 88 / day (EUR 11 / hour) for managers. - In order for partners to spend money, they should implement employment contracts - In view of the circumstances surrounding COVID 19, the planned budget for expenditure on transnational project meetings could be transferred. - The Euro exchange rate can be found on the Dropbox folder. https://www.dropbox.com/home/MIND%20project%202019-1-RO01-KA203-063153/exchange%20rate</p> | ALL | Action Info |
| 2 | <p>Project Management – In terms of communication between partners, the following are established: - The partners can use Dropbox for obtaining the needed information about the project and for uploading needed documents. - A WhatsApp group is created, where the partners can communicate short updates or address questions in order to obtain a fast reply. - Also, the partners are encouraged to use email for every notification and answers that need a formal answer from the coordinator or other useful information from the other partners. - All the partners can access the project on the Mobility tool but only the coordinator can edit and the others representative can only view the modifications.</p> | | Info Action |



MIND project - Development of mechatronics skills and innovative learning methods for Industry 4.0

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| 3 | Multiplier events – status and plans for their organizing regarding pandemic situation UTCN have presented current status of multiplier events. Multiplier event will be postponed. All responsible institutions will make initial preparation. UTCN will check with Agency if there is a possibility to organize these events online. | TUCN, COMING, IHR, STU | |
| 4 | At the end of the meeting each participant completed the feedback evaluation form for the meeting and the result will be centralised by IHR | ALL | Action |