



Project acronym MIND		Project title Development of mechatronics skills and innovative learning methods for Industry 4.0	
Meeting title Transnational Project Meeting - online meeting			
Host / Organizer Coming Computer Engineering		Location Microsoft Teams meeting	Date 03-04.12.2020
Participants Dan Stan, Emil Teutan, Alexandru Ianosi Erwin-Ch. Lovasz, Corina Gruescu Andreea Muresan, Alina Babasan Milos Simonovic, Milan Banic Dusan Krstic Peter Košťál, Vanessa Prajova		Organization UTCN UPT IHR UNI CC STU	Number 3 2 2 2 1 2
Total:			12
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			
#	Item	Responsible	Time
Thursday 3th of December and Friday 4th of December, Microsoft Teams meeting			
1	Objectives of the meeting are: 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 2020 to December 2020 2. Checking of the planning of the intellectual outputs 2.1 State of progress of the intellectual outputs IO4 MIND Platform for learning new skills in mechatronics within the network for Industry 4.0 2.2 Organizational plan for IO5 2.3 Validation of the distribution of tasks - Each partner will present the short plan for each activity they have ownership. 3. Multiplier events – status and plans for their organizing regarding pandemic situation 4. Update Calendar of the project/deadlines/milestones 5. Discussion and preparation of MIND Platform 6. Plan of activities for improving dissemination of the MIND project results 7. Preparation of next TPM 5th Joint Annual meeting July 2021 M5 Romania 8. Evaluation scores of the meeting 9. Conclusions	All	10-17 Romanian time

Minutes and actions

#	Item	Responsible	Type
	<p>1. Project management Timesheets and certificates of link with institutions. Other documents needed. Q&A. Contracts Review of time and costs devoted to the project from September 2020 to December 2020 All the partners should send the timesheets elaborated according to coordinator specifications, as soon as possible. The coordinator asked the partners to prepare a new budget expenses proposal for next year and send it by email in two weeks, taking into consideration the money transfer of 20% from the total budget of the consortium.</p> <p>2. Checking of the planning of the intellectual outputs State of progress of the intellectual outputs IO4 MIND Platform for learning new skills in mechatronics within the network for Industry 4.0 Organizational plan for IO5 A proposed platform was discussed with the partners and some ideas were shared – how to use the platform and to use a robot as handwriting, as a symbol for the project. Validation of the distribution of tasks - Each partner will present the short plan for each activity they have ownership.</p> <p>3. Multiplier events – status and plans for their organizing regarding pandemic situation The multiplier events were postponed for the moment and the partners agreed to organize these meetings next year if the safety limitations will permit.</p> <p>4. Update Calendar of the project/deadlines/milestones The coordinator presented at this meeting the next milestones of the project.</p> <p>5. Discussion and preparation of MIND Platform</p> <p>6. Plan of activities for improving dissemination of the MIND project results The partners consider to create and disseminate a book through Springer publication. The book should contain the course support (lectures), the handbook for SMEs and a dictionary. UPT will ask for an offer to disseminate the material and be an open source for everybody, according to Erasmus+ programmes rules. The book should be elaborated until 30th of April. Some of the partners will search for other channels too to disseminate the outputs of the project. The money transfer from other budget categories could be used for dissemination activities.</p> <p>7. Preparation of next TPM 5th Joint Annual meeting July 2021 M5 Romania</p> <p>8. Evaluation scores of the meeting IHR will upload the feedback forms for M4 on Dropbox and send it to UNI. UNI will send by email the feedback forms to all the partners and centralize the results. Also, it was established that IHR and UTCN will prepare together an evaluation questionnaire for intellectual outputs in order to identify what can be done better and can be improved for the next IO.</p> <p>9. Conclusions The next monthly meeting will be organized on 14th of January 2020, at 15:00 Romanian time.</p>	ALL	Action Info