

ERASMUS+ Strategic Partnerships for Higher Education
MIND - Development of mechatronics skills and innovative learning
methods for Industry 4.0
2019-1-RO01-KA203-063153
First Transnational Project Meeting

7 & 8 November 2019 – CLUJ-NAPOCA/ROMANIA

Thursday 7th November - Room D18c, Faculty of Automotive, Mechatronics and Mechanical Engineering, 8:30

- 1. Information/Bilateral contracts**
 - 1.1 Information from Erasmus Agency**
 - 1.2 Contracts and annexes**
- 2. Project management:**
 - 2.1 Eligibility of the staff members involved in the project (hiring issues)**
 - 2.2 Collection of activity reporting by the coordinator: organization and calendar (timesheets)**
 - 2.3 Use of Mobility tools**

10:15 Coffee break 10:30

- 2.4 Role of the leaders of intellectual Outputs**
- 2.5 Tools (Dropbox, WhatsApp group, Trello)**
- 2.6 Validation of the distribution of tasks - Each partner will present the plan for each activity they have ownership - Part 1**
- 2.7 Checking of the formats planned for the results and of their languages / Organization of the translation when necessary**
- 2.8 Calendar of the project/deadlines/milestones**

12:00 Lunch 13:00

- 2.9 State of progress of the production of the Intellectual Outputs**
- 2.10 Validation of the distribution of tasks - Each partner will present the plan for each activity they have ownership - Part 2**
- 2.11 How to take into account the recommendations of the reviewer**

15:30 Coffee break 15:45

- 3. Staff training: who? which needs? which dates?**
- 4. Communication in our institutions / How to involve colleagues in the project**
- 5. Calendar of the next events**
- 6. Evaluation of the project**

17:00 End of the session

Friday 8th October - Room D18c, Faculty of Automotive, Mechatronics and Mechanical Engineering, 8:15

- 7. Mutual presentation for new incomers in the meeting**
- 8. Validation of the distribution of tasks - Each partner will present the plan for each activity they have ownership - Part 3**
- 9. Partner experience in Mechatronics/Industry 4.0: general feedback**
- 10. Project implementation in the partner institutions:
 Proposal of student projects,
 Mechatronic hardware and software available in our respective institutions**
- 11. Conclusions**

11:30 End of the Transnational Project Meeting.