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Version	Date	Author(s)	Organization(s)	Brief description of change
1	10.02.2021	E. Schneider, A. M. Tonello, D. Righini	UNI-KLU	Draft
2	1.03.2021	E.Schneider	UNI-KLU	Version 1
3	2.03.2021	E.Schneider	UNI-KLU	Version 2
4	04.03.2021	U.Burnik	UL	Joint revision and QB evaluation
5	04.03.2021	E.Schneider	UNI-KLU	Corrections after revision

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1 Introduction

This deliverable “Project meetings and progress/status reports” reports the results of the activities carried out in:

T7.3 Monitor and coordinate the overall project (Task leader: UNI-KLU);

T7.5 Organize regular meetings (face to face and remote) (Task leader: UNI-KLU);

2 Objectives of the Deliverable

This document briefly explains the methods used to monitor and coordinate the project and its progress on a general scale and shall provide a list of the physical and remote project meetings organized throughout the project lifespan.

3 Monitor and coordinate the overall project

The project’s management was carried out with maximum efficiency and attention at all levels. The pillars of the project’s management were the management board (MB), the development board (DB) and the quality control board (QCB), each having different responsible persons. This precise structure, together with a well-defined synergy strategy was used to monitor and discuss development activities. Nearly every month the project coordinator has organized an online meeting via the Webex platform. These meetings have all been arranged in due time and by following a precise structure which ensured full compliance for reporting and the maximum efficiency thanks to the following methodology:

- creating an availability poll with different time/date options on Confluence and asking the partners via email to provide their preferences a few weeks before
- once the date and time were set the project secretary sent out an invitation emails with the final date and time, an agenda, the minutes of the previous meeting and sometimes a few action items to prepare for the meeting
- during the meetings minutes have been taken
- during the meetings a participant roster was compiled
- during the meetings photos or screenshots have been taken
- some meetings have been recorded after asking the participants for consent
- action items have been summed up at the end of the minutes
- a few days after the meeting all material such as the roster, the compiled minutes, photos and other material have been collected and uploaded to the project management platform Confluence and also distributed to partners via email

During these monthly project meetings WP leaders and contributors have been asked to report on the status of development. The collection of material and minutes has allowed for maximal dissemination and flow of information plus follow-up on tasks between all project participants.

Once a year a face-to-face project meeting has been organized. For this the local organizers have helped the coordinator to also hold a social event (ex. a dinner or visit of the hosting city) in order to create networking opportunities and foster a collaborative environment.

The coordinator has also helped the local organizers of the physical meetings with logistics, arrangements and suggestions for lodging and travel.

In coordination with the QCB surveys about the project meetings have been distributed to assess the quality and effectiveness of the gatherings.

As a conclusion to the physical project meeting reporting obligations the coordinator has made sure that the required travel reports and other necessary documentation for the subsequent financial reporting have been collected and uploaded.

4 List of meetings (physical and remote)

The following list briefly displays the meeting information. The respective material (agenda, rosters, presentations, survey results, etc.) can be found on the internal project management site Confluence.

4.1 Physical project meetings

- Kick-off project meeting in Klagenfurt, Austria, on Nov. 29-30, 2017
- Grant holders meeting for CBHE projects in Brussels, on Jan. 29-30, 2018
- Annual physical project meeting in Novi Sad, Serbia, on 28-29 March, 2018
- Annual physical project meeting in Ljubljana, Slovenia, on 27-28 Nov. 2018
- Annual physical project meeting in Osijek, Croatia, on 3-4 Nov. 2019 with the remote participation of project officer Ms. Giulia Moro on the second day of meeting

4.2 Online/remote project meetings

- Intermediate online project meeting on Webex on Nov. 26, 2020
- Final project meeting held via Webex on Feb. 4, 2021
- Monthly project Webex calls: about 20 have been organized

5 Conclusions

The project was administered in the most precise, collaborative, compliant and effective way possible. All material related to meetings such as agendas, signed rosters, photos, minutes, presentations and surveys can be found in the Intranet Confluence platform.