



Project: CADEO

Object: Managing Council Meeting

Date: 22 May 2023

Place: online

Participants:

Maria Antonia Brovelli (POLIMI), Ali Mansourian (LU), Vasil Yordanov (POLIMI), Emanuela Zonca (POLIMI), Quang Minh Nguyen (HUMG), Hà Thúc Viên (VGU), La Vinh Trung (VGU), Pham Thai Son (VGU), Pham Thanh Huy (PU), Nguyen Quoc Dinh (PU), Le Phuoc Thanh (VidaGIS)

Minutes:

1. Maria opened and welcomed all participants. Presented the meeting's agenda. Discussed few missing signatures from three partners in relation to the Consortium Agreement.
 - LU are following procedure and the CA will be ready as soon as possible
 - Hue – ***Nobody of Hue is attending the MCM and they have not updated PoliMI about the signature. They must do it immediately because the Consortium Agreement must be submitted by the end of May.***
 - and HUMG will probably sign the CA today (22/05/23)
2. Ali presenting the syllabuses:
 - Geospatial Intelligence and Web Applications courses are almost ready without big issues.
 - Digital Twin - according to Ali no need of those software packages, and need to be re-evaluated.
 - EO – Michael will merge the 2 docs into one following the templates.
 - The number of exams should be normalized and the naming conventions homogenized.
 - Maria point out that by project proposal we need to use open-source software, so the recommendation is to use it.
 - Ali will organize a meeting with all course leaders to discuss the homogenization of the courses. Maria will participate. Ali will prepare Doodle to determine the dates for the meeting with the course leaders.
 - Pham Thai Son presented the work about the need analysis and the questionnaire.

Important: The VN (VGU) coordinator will update Maria each day according to the process of surveys, using the template. **By Friday all VN universities must reach the target** and to submit the report by 31st May. VGU should use the target template to update Project Manager the new surveys.

Target:

- VGU – 10 students, 10 alumni, 6 organizations, 1 company.
- HUMG – 10 students, 10 alumni, 6 organizations, 1 company.
- HUE – 10 students, 10 alumni, 6 organizations, 1 company.
- PU - 20 students, 6 organizations, 1 company.
- VIDAGIS – 5-6 organizations.



3. Maria reminded that the WP3 start from June:
The WP3 leader and tasks leader should start thinking about including students. HUMG – WP3 leader. Michael LU leader of 3.1 and Van Anh HUMG leader of 3.2
4. Dinh presented the updates on T5.1
 - The domain *is not bought* and the website *is not migrated* yet. It should be **done as soon as possible** as it must be **delivered by 31st May 23**.
 - He presented the logo. Dinh will send the logo to all partners for comments. The logo was voted on and accepted.
 - Dinh will prepare the word, ppt templates.
5. Linh (HUE) is missing – no more update for package WP5
6. Maria is proposing **the next MCM**. The date is being discussed and accepted date is *13 September at 11:00 am CEST/ 16:00 pm*.
Milano colleagues to be urged to finish by July.
7. Maria discussed the introduction of the courses in their universities. VN universities need to start officializing the courses in their universities – declaration of the universities that they want to teach the courses.
8. Maria discussed **the next First Year Meeting** in Lund. Ali will draft an agenda for it.
9. VN partners need to start organizing and drafting the plans for the Second meeting as there are many activities are planned (training of trainers).
Draft plan to be presented *by the next meeting in MCM September*.
10. Emanuela joined the meeting to explain that we need before to submit the Consortium Agreement and then PoliMI starts sending the budget. Still, we are missing 3 signatures.

Important:

The Consortium Agreement should be signed on paper, scanned and sent by mail. The hardcopy needs to be sent to POLIMI.

Next MCM meeting – 13 September at 11:00 am CEST/ 16:00 pm. Meeting link:

<https://polimi-it.zoom.us/j/96143510530?pwd=WGpndnl5VklldnRzRURuWFNLazVFUT09>

Meeting ID: 961 4351 0530

Passcode: 172895





Climate change Adaptation using Digital geospatial twins and Earth Observation (CADEO)

Management Council Meeting

Politecnico di Milano
Milano, Italy, 22 May 2023
9:00 CET / 15:00 ICT
Online Zoom meeting

<https://polimi-it.zoom.us/j/93925666702?pwd=N0Y2RXpQdHR0U3ByK2xDbTIKMnpkZz09>

Agenda

1. Update on WP1 – Maria Brovelli
2. Update on WP2 – Ali Mansourian
3. Update on T2.2 – Ha Thuc Vien
4. Update on T2.3 – Maria Brovelli
5. Update on WP5 – Nguyen Hoang Khanh Linh
6. Update on T5.1 – Nguyen Quoc Dinh
7. WP3 - Nguyen Quang Minh
8. Discussion on the upcoming deliverables

Internal deadlines:

10 May – report Need Analysis

15 May – Syllabus draft for each course

Upcoming deliverables:

31 May 2023

D6 (D1.6) - Consortium Agreement

D7 (D2.1) - Needs Analysis

D14 (D5.1) - Project website and virtual identity material

