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Vietnamese-German University



VidaGIS

Project: CADEO

Date: 13/02/2023 (9:00-11:30 CET)

Place: Online

Subject: Minutes Management Council Meeting (MeetingMinute_MCM_20230213)

Participants: Maria Antonia Brovelli (POLIMI), Emanuela Zonca (POLIMI), Vasil Yordanov (POLIMI), Ali Mansourian (LU), Nguyen Quoc Dinh (PU), Nguyen Ming (HUMG), La Vung Trung (VGU), Ha Thuc Vien (VGU), Le Phuoc Thanh (VidaGIS), Lan Pham (PU), Linh Nguyen (HUE)

1. Maria introduced the Grant Holders Meeting Erasmus+ CBHE 7-8/02/23 attended by her and Vien Ha Thuc.
2. Emanuela introduced the administrative part.
 - list of the deadlines for the delivery of deliverables and milestones available both from the Funding and Tendering Portal and from the Grant Agreement; focus on the deadlines for 2023;
 - Preparation of Consortium Agreement following this timeline:
 - a. first draft within 21/02;
 - b. by 28/02 comments and updates;
 - c. by 14/03 updated version;
 - d. signing before the meeting in Milan
 - Kick Off Meeting: travel costs and practical issues
 - Personnel costs
 - Reference documents for the administrative management of the project
 - Personal data management
3. Maria introduced again the project structure with the tasks' responsables and common storage structure. Each task leader is responsible for maintaining the relevant task folder. Presented the Scientific Deadlines for 2023. Were presented the planned activities for the Kick-off meeting in Milan (KO). Everyone will fill the table [People coming to Milano - Fogli Google](#) adding PASSPORT NUMBER and IF THEY COME TO THE SOCIAL DINNER (cost: 35-40 euro)
4. PoliMI prepares a simplified travel table, putting all the travels to be done during the project and predefined person/travel per each partner.
5. PoliMI sends a survey for planning the next MCM (in May), upon a notification from all the partners for unavailability of particular days.
6. Ali as the leader of WP2 and tasks' leader gave a brief report on the activities. *Task 2.2* - VGU will upload in the task folder by 15 February 2023 the draft of the questionnaire and how are VN partners planning to do the requirement analysis, which institutions will participate, when interviews will take place, etc. The need analysis report will be presented by VGU during the KO event. *Task 2.3* - higher



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- level of the design based on the requirement analysis and specific needs, and the availability of Body of Knowledge (BoK). *Task 2.4* – LU will setup an initial Moodle system and it will be presented during the KO in Milan.
7. Minh as the leader of WP3 presented an overview of the package expressing that possible difficulties can occur and that they need be discussed in Milan during the KO.
 8. No report from WP4 as the activities are starting later on in the project timeline.
 9. Dinh as the leader of *Task 5.1* presented the project website. All partners should check the website for missed or wrong information (WP leaders will check the WP parts; MCM members will check the pieces of information related to their university; PoliMI will check the general info; everyone will send photos to PU. The project Logo and the visual identity will be presented for discussion during the KO in Milan by PU. Visual identity – logo, templates for all possible documents (e.g., Word, Power Point 16:9/4:3,etc.).
 10. Next meeting: in person Kick off event in Milan 21-23 March 2023.



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Maria Brovelli



Vasil Jordanov



Ali Mansourian (Lund University)



Linh Nguyen



Dinh



VGU La Vinh Trung



TS. Hà Thúc Viên



Le Phuoc Thanh

Nguyen Minh

Nguyen Minh

Lan Pham

Lan Pham