

Meeting Minutes for CADEO MCM

Date: January 17, 2025

Location: Online (Teams)

Attendees:

Maria Antonia Brovelli	POLIMI
Daniele Oxoli	POLIMI
Vasil Yordanov	POLIMI
Emanuela Zonca	POLIMI
Ali Mansourian	LU
Nguyen Quoc Dinh	PU
Trinh Thanh	PU
Nguyễn Hoàng Khánh Linh	HU
Minh Nguyen Quang	HUMG
Vien Ha Thuc	VGU
Trung	VGU
Dung	VG
Thanh	VG

Agenda

1. Updates on Work Packages (WPs).
2. Achievements and ongoing tasks.
3. Immediate and future deliverables.
4. Dissemination and communication strategies.
5. Administrative and logistical concerns.
6. Scheduling upcoming meetings.

Summary of Discussion

1. Achievements

- **Completion of Deliverables:** Most WPs have been closed successfully, with timely submission of deliverables.
- **Recognition:** The project was selected for presentation at the Erasmus+ Azure Event on January 30, 2025, as one of the best projects.
- **Material Completion:** Digital Twin course materials from VGU were confirmed to be finalized and ready for upload.

2. Ongoing Tasks

- **WP4.2 Revising Courses:** The period for revising and adjusting courses ends in February 2025.

- **WP4.3 Publishing Revised Materials:** Revised materials must be uploaded to the e-learning system by February 2025. A report is required, with an internal deadline of February 14 for review.
- **Dissemination:** Partners are tasked with creating dissemination materials (e.g., flyers, short videos) tailored to various audiences to increase project visibility.
- **Professional Training Courses:** Scheduled to begin soon, with required documentation (attendance lists, signed participation sheets) prepared.
- **Integration of e-learning Systems:** All partner universities must ensure materials are uploaded to their respective platforms by mid-February.

3. Immediate Actions Required

- **Commitment Letter:** Phenikaa University must submit the pending declaration by January 21, 2025 [22/01/2025 edit note – submitted].
- **Course Material Uploads:** Partner universities need to ensure all courses are uploaded to their respective e-learning systems by mid-February.
- **WP4.3 Report:** VGU to finalize and submit the draft report by February 14, 2025.
- **Dissemination Materials:** Initial flyers and videos for promotional use should be prepared promptly, with input from all partners. Short promotional videos (20-30 seconds) will be created for each course to cater to both professional and academic audiences. Flyers and digital materials will be standardized to maintain uniformity across all communication platforms.
- **Decision on Hosting Materials:** Vietnamese universities need to finalize whether materials will be hosted individually or centrally and report their decision by the next meeting. Vietnamese universities will finalize their decision on hosting responsibilities, local responsible is Dinh from Phenikaa.
- **A list of courses according to the Declarations:**

Commitment according to the Declarations		
HEI	Courses - Mandatory	Courses - Elective
HU	- Earth Observation	- Digital Twin Earth - Geospatial Web Applications - Geospatial Intelligence
VGU	- Earth Observation - Digital Twin Earth	
HUMG	- Earth Observation - Digital Twin Earth - Geospatial Web Applications - Geospatial Intelligence	
PU		- Geospatial Web Applications - Geospatial Intelligence
COMPANY		
VidaGIS	- Earth Observation - Digital Twin Earth - Geospatial Web Applications - Geospatial Intelligence	

*PU has not submitted such declaration yet, therefore the courses are not confirmed.

4. Administrative Notes

- **Lump Sum Budgeting:** Despite the lump sum framework focusing on deliverables, detailed financial records (pay slips, contracts, receipts, etc.) must be retained for five years in case of secondary audits. Partners should document all activities and retain records for compliance.
- **Clarification of Responsibilities:** Each deliverable’s responsibility and submission timelines were reviewed to avoid miscommunication.

5. Key Deadlines

- **February 2025:**
 - Finalization and upload of revised course materials.
 - Submission of WP4.3 report by VGU (draft by February 14, 2025).
- **May 2025:** Training of Trainer courses and related reports due.
- **November 2025:** Final meeting, elearning integration report, and professional course report submissions.

6. Upcoming Meetings

- **Next Measurement Committee Meeting:** Scheduled for May 9, 2025, at 9:00 AM CET.

Action Items

Action Item	Responsible Party	Deadline
Submit missing commitment letter [22/01/2025 edit note – submitted]	Phenikaa University	January 21, 2025





Action Item	Responsible Party	Deadline
Upload all course materials to e-learning	All partner universities	Mid-February 2025
Submit WP4.3 report draft	VGU	February 14, 2025
Create dissemination materials (flyers/videos)	All partners	February 2025
Decide on hosting arrangements for materials	Vietnamese Universities	Next meeting

