



## Steering Committee and Course Development Meeting

Online, Over Zoom, March 2021

**Wednesday, 10 March 2021**

**Participants:** Alexandre, Chume, Daniela, Andrey, Liliyet, Luigi, Abdulghani, Micael, Ali

- Ali started the meeting by welcoming the participants.
- The meeting was held via Zoom.

### Course Development

- All courses are ready and uploaded to Moodle
- Core module is ready. Uploaded in Moodle for the PPGIS course. Roger will copy it by the end of this week for other modules. Micael follows this up.

### Quality Assurance

- Course evaluation by pilot students will be conducted during March – July 2021.
  - o Pilot students from Politecnico di Milano started from 1 March
  - o Other students start from 15 March.
- All students have been registered in Moodle and AC
- Ali sent a welcome email to the students including instructions about the two platforms.
- Course evaluation form was discussed and finalized in the meeting. It will be added to each module. Students submit course evaluation to AC.

### Admin

- Report working days to Irma

### Equipment

- Ali contacted EU. It is possible to buy equipment without exemptions.
  - o UEM has decided to buy by VAT exemptions. The exemption permit will be received in April 2021.
  - o UniLurio and UniZambeze will provide a letter that they cannot purchase by exemption
    - A draft confirmation letter will be prepared by Chume to be commented and finalized by Andrey, Liliyet, Ali and Irma.
    - The letter will be signed by the rectors of the two universities and also the financial officers of the two universities.

### Translation to Portuguese:

- IST has translated some materials to Portuguese.
- Jose Nhavoto monitors the process of translation.
- Andrey, Jose, and Anna make internal discussions to plan translation of course materials.
- Translation should be started after course evaluation period.

### Next Meeting

Last week of April. Ali will create a doodle.

