



## Steering Committee Meeting Instituto Superior Técnico, Lisbon

**Thursday, 22 September 2022**

- Ali started the meeting by welcoming the participants.
- Participants introduced themselves.
  
- **Extension:**
  - LU has asked for 6 months extension of the project. Waiting for EU decision.
  
- **Equipment:**
  - UEM has purchased the equipment (all the equipment budget has been spent). Next week they will pay the invoices.
  - UniZambeze: all equipment will be received next week. Invoices will be paid this week. All equipment budget has been used.
  - UniLurio: parts of the equipment has been received. All equipment budget has been spent.
  - Universities are waiting for the transfer of the rest of the second payment. Irma will manage it next week.
  - The purchases include the ACM part of the budget, which has been split between the 3 universities.
  - No equipment is allowed to be purchased after Nov 15, 2022.
  
- **Installation of Moodle and DMT:**
  - UEM: Moodle has been installed. Courses are there. Some videos are not run. Andrey will check and give LU the list of the videos which are not run. DMT installation and tuning are ongoing.
  - UniZambeze: Moodle is installed and available. Courses will be restored. It will be done in 2 weeks.
  - UniLurio: Moodle is installed and available. Courses will be restored. It will be done in 2 weeks.
  
- **Contract with pilot students:**

Reminder from previous discussions:

- In the final report, we call it course evaluation by experts to avoid misunderstanding.
- Registered students are not allowed to be used as “pilot students” for course evaluation.
- Employed staff at the university are not allowed to be paid as “pilot students” by subcontracting.





- **Financial reports:**

- Lacking information in financial reports (travel reports and timesheets) was presented in detail for each partner.
- All partner universities will fix the errors and return the correct ones to Irma.
- Missing documents/reports will be submitted to Irma.

- **Complementary ToT:**

- Early December 2022, Ali and Maria will visit Mozambique for complementary ToT.

- **Next meeting:**

- Closing meeting in Stockholm on 12-14 April 2023, if the project gets the extension. Otherwise, just an online meeting.

