



## Steering Committee and Course Development Meeting

Online, Over Zoom, April 2021

**Tuesday, 27 April 2021**

**Participants:** Alexandre, Ana, Chume, Daniela, Andrey, Luigi, Abdulghani, Micael, Natasha, Jose, Boa, Gyözö, Ali

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

### Quality Assurance

- All pilot students have started course evaluation.
- There are minor issues with some instructions and exercises in one of the courses. KTH will resolve them soon.
- All teachers should respond students within max 2 days. KTH will be more organized on this.

### Admin

- Report working days to Irma

### Equipment

- No progress yet. University partners have not received required letters from the rectors, although that rector office promises it will be done soon.

### Translation to Portuguese:

- Translation should be started after course evaluation period.

### Next Meeting

Last week of May 2021.

