

**SCHOLARSHIP AND TRAINING FUND AGREEMENT FOR THE PROJECT N° FSS/2013/IIC/W/0015**  
**MINUTES OF THE THIRD PARTNERS MEETING IN THE PROJECT,**  
**15<sup>th</sup> till 18<sup>th</sup> September 2015,**  
**NORWEGIAN UNIVERSITY OF SCIENCE AND TECHNOLOGY**  
Høgskoleringen 1, 7491 Trondheim

## **PARTICIPANTS:**

Frode Drevland (Norwegian University of Science and Technology, NTNU); Thordur Fridgeirsson (Reykjavík University, RU); Jonas Thor (Reykjavík University, RU); Andrzej Minasowicz (Polish Association of Building Managers, PSMB); Mariola Książek (Project Promoter, Warsaw University of Technology, WUT); Aleksander Nicał (Warsaw University of Technology, WUT); Łukasz Kraiński (Warsaw University of Technology, WUT). Signed list of presence attached.

## **First Day, Tuesday 15th September 2015**

Partners arrived in Trondheim.

## **Second Day, Wednesday 16th September 2015**

On the second day, Faculty authorities welcomed representatives in Norwegian University of Science and Technology, then a meeting was held to outline agenda for upcoming days, partners organized detailed schedule and discuss organization issues of the whole meeting, followed by the presentation about the project works up to date carried out by Project Promoter, PhD. Eng. Mariola Książek. After that partners started discussion about didactic materials, preparation of exercises and bilateral workshops. Partners commented on already prepared material and proposed some changes. After lunch at University Canteen, discussion was continued and more suggestions for development of exercises and materials structure were made. At the end, agenda for the next day meeting was presented.

## **Third Day, Thursday 17th September 2015**

On the third day the finalizing discussion on materials and exercises, internet platform and test courses and translations was held, then Łukasz Kraiński, WUT representative presented use of MOODLE platform, which included structure of courses, user interface and platform technical issues, e.g. registration panel, available assessment methods. After that, Aleksander Nicał, WUT representative and Mariola Książek, Project Promoter explained financial and bureaucratic issues of the project. Then, partners discussed presented issues (MOODLE platform structure and future improvements, partners responsibilities, financial subjects such as reporting, eligible costs, etc.)

## **Fourth Day, Friday 18th September 2015**

On the fourth day last meeting took place. Partners planned next meeting in Reykjavik. Final discussion covered subjects such as dissemination, financial and bureaucratic responsibilities, division of remaining work and other issues concerning project.

**DATE OF NEXT MEETING – December 2015 in Reykjavik, Iceland.**