

SCHOLARSHIP AND TRAINING FUND AGREEMENT FOR THE PROJECT N° FSS/2013/IIC/W/0015
MINUTES OF THE FOURTH PARTNERS MEETING IN THE PROJECT,

9th till 12th December 2015,
REYKJAVIK UNIVERSITY
Menntavegi 1, 101 Reykjavik

PARTICIPANTS:

Frode Drevland (Norwegian University of Science and Technology, NTNU); Jonas Thor (Reykjavik University, RU); Andrzej Minasowicz (Polish Association of Building Managers, PSMB); Jacek Zawistowski (Polish Association of Building Managers, PSMB); Aleksander Nicał (Warsaw University of Technology, WUT). Signed list of presence attached.

First Day, Wednesday 9th December 2015

Partners arrived in Reykjavik.

Second Day, Thursday 10th December 2015

On the second day, Faculty members welcomed representatives in Reykjavik University, 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 Aleksander Nicał PhD. Eng. (WUT). 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. Aleksander Nicał, 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. At the end, agenda for the next day meeting was presented.

Third Day, Friday 11th December 2015

On the third day Aleksander Nicał, WUT representative 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.). The discussion concerned i.a. the Moodle platform capabilities in terms of a partial assessment of the questions formulated in the course. Afterwards, the finalizing discussion took place on materials and exercises, internet platform and test courses. Moreover, Partners spoke about translations of the course and the progress in course content uploading in the Moodle platform.

Fourth Day, Saturday 12th December 2015

Partners returned to Norway and Poland.

DATE OF NEXT MEETING – March 2016 in Warsaw, Poland.