
7 April 2020

Welcome and Introduction

- Roll Call
- Short Briefing from Coordinator (IHU)
- Working during the COVID-19 pandemic
 - We continue to work on the project in an online mode. When we have more information on the course of the pandemic, we can decide about the activities of the project that require a face to face meeting
 - All Partnership Agreements should be signed and sent to the coordinator as soon as possible.
 - A booklet containing information concerning the financial documentation of the project will be uploaded on Dropbox within the next few days.

Workplan Discussion

Work Package 1: Project Preparation and analysis of study programs

- The WP needs to be completed by **September 2020**.
- A template for work packages 1.1 and 1.2 will be uploaded on our shared Dropbox space within the week following the meeting.
- Discussion on the content of the template.
- Template 1.2 should be filled in with good practice examples from partners' experience from their university as well as other universities and institutions in their country.
- Discussion on the estimated outset of the Bachelor's program and the scientific content of our curriculum as well as of those of other universities.
- IPVC has shared information about the curricula of their mechatronic related bachelor courses.
- TTPU is responsible for providing the curricula that were developed during the previous ERASMUS+ program, related to the establishment of a Mechatronics PhD curriculum.
- Concerning work package 1.3., AndMI has already begun uploading content on Telegram.
- Remember to align curricula presentation to the ECTS grading system.

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Work Package 4: Update on Equipment Purchases Progress

- The UZ partners should check the equipment they have listed and make any necessary changes. Be careful not to exceed the preexisting budget!
- AndMI is responsible for gathering the list of alterations and sending them to the coordinator.

Work Package 5: Quality Control and Monitoring

- Brief presentation on the QC strategy.
- Remember to check the GANTT Chart, as it will be updated regularly.

More information about WP5 will be provided in future meetings.

Work Package 6: Dissemination/Exploitation

- The partners viewed the first template of the website.
- AndMI will send the web site templates to all partners in order to give feedback and comments until the next online ZOOM meeting.

Next Steps/Other Issues

- An online meeting between representatives of the IHU, SEERC, AndMI and FPI will be held within the next couple of weeks.
- Everyone should check if they have access to the shared Dropbox space; if not, request access from Mr. Ntabizas (antabizas@seerc.org). Also, they can contact Mr. Ntabizas for any question concerning the use and the content of Dropbox Folders.
- Our second (brief) ZOOM meeting will be held in the beginning of May. The exact date will be decided on DOODLE. The purpose of this meeting would be mostly to discuss the pandemic developments and access the feasibility of holding the September 2020 meeting in Uzbekistan.
- Our third ZOOM Meeting will be held sometime in the first days of June. The exact date will be determined on DOODLE.
- The Uzbek partners are encouraged to begin the tendering procedures, as equipment should be installed and running at least one year before the end of the project.



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