



Erasmus+ CBHE Project No. 618534-EPP-1-2020-1-XK-EPPKA2-CBHE-JP

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Minutes of Meetings SMARTEL

Kick-off Meeting ZOOM Application - 08/09 February 2021

1. day, Monday, 8th February 2021

1.1. Registration of participants

Registration of participants on the first day of the Kick-off meeting started at 08:30 via ZOOM applications. The organizer of the kick-off meeting is the University of Pristina in Kosovska Mitrovica (UPKM), technical support was provided by the EU member of the consortium - the University of Ljubljana. The snapshot of all users participating the meeting was performed in order to prove the participant attendance. The snapshots can be found at: https://smartel.pr.ac.rs/kick_off_meeting/

1.2. Welcome and introduction

The kick-off meeting officially began at 9 a.m. The meeting is chaired by prof. Dr. Siniša Ilić, project coordinator. Welcoming speech was given by prof. Dr. Zdravko Vitošević Rector of the University of Priština in Kosovska Mitrovica (UPKM). Introductory speech was given and by Goran Lazić, Kosovo Erasmus Office officer. After that, a short film about the University of Priština in Kosovska Mitrovica was presented.

1.3. Principles of the project management

Starting at 09:30, the project coordinator prof. Dr. Sinisa Ilic presented the basic principles of project management defined by the Education, Audiovisual and Culture

Executive Agency (EACEA). Six presentations (PDF files from https://eacea.ec.europa.eu/erasmus-plus/events/erasmus-capacity-building-in-higher-education-granholders-meeting_en) are presented in detail:

- Part A – Introduction
- Part B - Project Management
- Part C – Budget (Staff, travels, costs of stay)
- Part D – Budget (equipment and subcontracting)
- Part E - Changes to the Grant Agreement
- Part F – Reporting

After each presentation, participants were asking some questions in order to clarify the statements from the presentations.

1.4. Presentation of project participants and results of D1.2

After a half-hour break, from 11:00 am, representatives of member institutions of the SMARTEL project consortium from the group of partner countries (Western Balkans) presented in the time-slots of fifteen-minute their institutions in general and the results of the project activity D1.2 (Analysis of existing e-learning platforms in PC HEIs) in the following order:

- University of Pristina in Kosovska Mitrovica (UPKM), presented by prof. dr Branimir Jakšić,
- International Business College Mitrovica (IBCM), presented by dr Gabrijela Veličković
- University of Montenegro (UOM-MN), presented by prof. dr Radoje Vujadinović
- University Adriatic Bar (AUB), presented by prof. dr Nataša Gospić
- University of East Sarajevo (UES), presented by prof. dr Jelena Krunić and
- University of Mostar (SMO), presented by Tomislav Papac.

The presentations can be found at https://smartel.pr.ac.rs/kick_off_meeting/ under the title Presentations from partners.

Higher education institutions from the Western Balkans presented firstly the organization of their institutions, faculties, study program structures, number of students, teaching and non-teaching staff, regional and international cooperation. As agreed prior the meeting, the second part of presentation of each institution was the current situation regarding the organization of distance learning, the use of Learning Management Systems (LMS), video conferencing software, collaboration platforms, organization of exams and other forms of knowledge assessment in secure systems, storage of multimedia learning materials, as well as preparation of teaching distance learning materials for students with special needs. Emphasis was placed on the organization of distance learning introduced by the institutions after the outbreak of the Covid-19 virus pandemic.

1.5. Presentation of project participants and results of D1.1

After a one-hour lunch break, from 1:30 p.m., representatives of the partner institutions of the SMARTEL project consortium from the group of program countries

(European Union) held presentations of their institutions and the results of project activity D1.1 (Analysis of existing e-learning platforms in EU HEIs) in the following order:

- Technical University of Madrid (UPM), presented by prof. Slobodan Bojanić
- University of Malta (UOM-MT), presented by prof. Philip Bonanno, PhD
- University of Ljubljana (UL), presented by prof. dr Matevž Pogačnik and Marko Papić, and
- CESIE, presented by Ms Alessia Valenti and Ms Jelena Mazaj.

The presentations of the EU partners can be also found at https://smartel.pr.ac.rs/kick_off_meeting/ under the title Presentations from partners.

Higher education institutions from the European Union firstly presented achievements of their organizations and then presented their experiences in the applications of distance learning, the applications of the LMS system, as well as the organization of distance learning for students with special needs. It was also presented the relation between methodology teachers wanted to use and applications that satisfy the desired needs.

1.6. Presentation of the project activities

After a short break, at 3 p.m. prof. dr. Siniša Ilić presented the general and specific goals of the project and the activities that would take place within the project. The organization of work packages was presented with a detailed description of the activities that would take place within the work packages, as well as the time frames for the execution of activities. Also, all indicators of progress of project activities, i.e. tangible deliverables for each individual activity in the work packages, were presented.

After all meeting sessions, a short discussion was held between the representatives of the partner institutions on the project regarding the possibility of implementation of all deliverables within the set deadlines.

The first day of the kick-off meeting was accomplished at 4.30 p.m.

2. day, Tuesday, 9th February 2021

2.1. Gathering and registration of participants

Registration of participants on the second day of the Kick-off meeting started at 08:30 a.m. via the ZOOM application. The snapshot of all users participating the meeting was performed in order to prove the participant attendance. The snapshots can be found at: https://smartel.pr.ac.rs/kick_off_meeting/

2.2. Assignment resources to creating Project Management Bodies

The members of the following Management bodies (Steering Committee – SC, Project Management Board – PMB and Project Quality Control and Monitoring Board - PQCMB) are proposed on behalf of the kick-off meeting participants. The list of the members of aforementioned bodies with the explanation of duties for each body is set in the separate document: [Members of Project Management Bodies.docx](#) that is uploaded to the https://smartel.pr.ac.rs/kick_off_meeting/

2.3. PMB meeting - Financial and operative management of the project

The session of the Project Management Board is documented in the separate document [Minutes of PMB 1st meeting.docx](#) that is uploaded to the https://smartel.pr.ac.rs/kick_off_meeting/

2.4. Project Quality Control and Monitoring Board meeting - Quality plan establishment

The session of the Project Quality Control and Monitoring Board is documented in the separate document [Minutes of PQCMB 1st meeting.docx](#) that is uploaded to the https://smartel.pr.ac.rs/kick_off_meeting/

2.5. Project visual identity

After a half-hour break, a session dedicated to the visual identity of the project began at 11:30 AM. After reviewing the six project logo proposals created by prof. dr Saja Kosanović, the participants of the meeting, by online voting, chose a logo that will represent the visual identity of the project.

Dr. Petar Milić presented the concept of organizing the project website (smartel.pr.ac.rs). The project website will contain all the necessary information related to the project such as: objectives, work packages, work plan, consortium members, activities and events related to the project as well as the dissemination section, that will be open for the access from the public.

The project website will have also the part reserved only for the project members. There will be section reserved for internal documents, i.e. the draft project deliverables not approved by the PQCMB that can be accessed by the project participants. This section will be used for internal publication of a draft versions of documents set by work package leaders, intended for multiple iterations between project team members, after which the final version of the document will be adopted and will be publicly available on the project website. Another protected section will be a Project Management Platform where the electronic versions of the financial documents will be uploaded by each project partner after the execution of costs related to the project are executed.

2.6. PMB meeting - Activity plan for the next period

The session of the Project Management Board is documented in the separate document Minutes of PMB 1st meeting.docx that is uploaded to the https://smartel.pr.ac.rs/kick_off_meeting/

Following the discussion, an online vote on the quality of the two-day meeting was conducted. The results are published on the https://smartel.pr.ac.rs/kick_off_meeting/

Kick-of meeting is finished at 3:15 p.m.

Minutes taken by
prof. dr Branimir Jaksic

Minutes revised by
prof. dr Sinisa Ilic