

## Steering Group Agenda, EMEU4ALL Meeting 3, Bath College, 6 November 2017

Agenda SG meeting 6 November 2017

Minute maker:

Day, time	Topic	Lead	Action / expected result
5 Nov 2017	Arrival in Bath	All SG Members	Check in Premier Inn hotel, James S West
6 Nov 2017			
09.00	Meet in the hotel lobby, walk to Bath College Sign in at Reception Go to The Shrubbery, Allan Building	All staying at Premier plus Jo	Sign register for 06/11/17
09.15 – 09.25	Welcome and refreshments	Frans	Minute maker appointed
09.25 – 10.55	Status of the EMEU4ALL project  SM, VA, website, QA	All SG members	Summary of what goes well Summary of problems, obstacles encountered and solutions taken
10.55 – 11.10	Coffee break		
11.10 – 11.55	Interim report II (Dec 2017 - Jan 2018)	Frans	Actions regarding <ul style="list-style-type: none"> <li>1. Dissemination and promotion</li> <li>2. Time sheets and calculator sheets</li> <li>3. Virtual Activity format (see 13.40)</li> <li>4. Interim report questions <ul style="list-style-type: none"> <li>- Regarding ECVET / Website/ Quality assurance</li> <li>- Problems encountered, solutions</li> <li>- Roadmap</li> <li>- Impact: students, college, industry</li> </ul> </li> </ul>
11.55 – 12.45	Status of the website Accessibility/news/Uploading/etc.	Louise	Actions regarding the website
12.45 – 13.45	Lunch		Fork Buffet in The Shrubbery
13.45 – 14.15	Presentation: A concept format for the Virtual Activity	Frans	Agreement on final format for Virtual Activities
14.15 – 14.30	Status of Quality Assurance	Jon	Description of status QA
14.30 – 14.45	Acquisition of new Teams/Partners	Frans	List of strategies regarding acquisition of new teams/partners
14.45 – 15.45	Hosting and sending	Louise	Procedure for hosting and sending students is clear to all
15.45 – 16.45	Questions and Suggested date Meeting 4 San Sebastian	Frans	Qs and As Suggested Dates for EMEU4ALL meeting 4, San Sebastian
16.45	End of SG meeting	Jo	
	Evening program – meet in The Cork at 6pm, eat at H&W 7pm	Jo	

