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## SMARTEL Team for Quality Monitoring and Control

# **MINUTES OF THE 1<sup>st</sup> ONLINE MEETING**

## **Tuesday, 9 February 2021, ZOOM**

During the First online meeting of the SMARTEL Team for Quality Monitoring and Control, held on the 9<sup>th</sup> of February 2021 by using ZOOM application, Prof. dr Saja Kosanović from the University of Priština – Kosovska Mitrovica has presented the most significant aspects of the project quality plan.

Project work package 5, dedicated to the quality assurance issues, has been discussed in detail. All quality-related tasks and the estimated time of their completion have been elaborated. These included: Development and adoption of Quality Control Plan; Organisation of PQMC meetings; Internal evaluation of project results; Preparation and submission of annual quality reports to SMARTEL Steering Committee; Guiding the process of external evaluation of pedagogical approaches and learning platform proposals; and Support to the process of project's external evaluation.

The composition of the Quality Team has been confirmed and all institutional project managers have been invited to delegate on behalf of their institution the individuals who will act as members of this project body.

Further on, the content of the document Quality Plan (draft title) has been tailored, to include:

- > Regulation of the duties and responsibilities of the PQMC,
- > Regulation of the quality of presentation of project results – development of templates for all types of project-generated documents,
- > Definition of the content of quality-related reports,
- > Methodology for internal evaluation of project results,
- > Mechanisms of project risk management,

- > Content of the annual PQMC Reports, their dissemination plan, and the corrective actions foreseen,
- > Guidelines for external evaluation of pedagogical approaches and learning platform proposals, and dissemination plan,
- > Methodology to monitor and measure dissemination & exploitation success, and
- > Methodology to monitor and measure project impact.

It was agreed at the meeting that the first forthcoming quality-related project task should concern the development and adoption of the document Quality Plan. The agreement was made that the leader of the work package 5 and the coordinator's representative in the Quality Monitoring and Control Team should jointly develop draft version of this document and distribute it to all partners for revision and upgrade. Finally, the deadline to prepare and adopt the Quality Plan document has been confirmed.

In Kosovska Mitrovica,  
11.02.2021.

**Minutes taken by**

prof. dr Branimir Jakšić

**Minutes revised by**

prof. dr Siniša Ilić

prof.dr Saja Kosanović