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Minutes of DBBT meetings





MINUTES FROM QUALITY BOARD FIRST MEETING, BELGRADE 24TH OF MAY

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Work package:	WP6
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Project acronym:	DBBT
Project full title:	DIGITAL BROADCASTING AND BROADBAND TECHNOLOGIES
Project No:	561688-EPP-1-2015-1-XK-EPPKA2-CBHE-JP
Grant Agreement number:	2015-3763
Coordinator institution:	University in Kosovska Mitrovica
Coordinator:	Prof. Dr. Sinisa Ilic, UNIVERSITY OF MITROVICA Faculty of Technical Sciences
Beneficiaries:	Higher Technical Professional School In Zvečan Univerzitet U Banjoj Luci Univerzitet U Bihaću School Of Electrical Engineering And Computer Science Univerzitet Singidunum VSB-Technical University Of Ostrava Univerza V Ljubljani Universidad Politécnica De Madrid Tartu Ulikool TV Mreza Jp Emisiona Tehnika I Veze Alternativna Televizija



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Director of HTPSZ professor dr Milan Mišić, the chair of the WP6, started the first Quality Board meeting with short presentation of created draft Plan for Quality Control and Monitoring of the project. He emphasised that the draft version will be published on the web site of the project and after commenting it by QB members it should be approved and published. He reminded the partners on 11 annexes that define quality control, technical and financial aspects of the project. He announced regular meetings of Quality Board, development of the QC plan, internal assessment of the project and external audit control. He stated that Steering Committee of the project should be established according to the project application.

In total 3 annual reports should be made, regarding development of the project, printing and publishing of the teaching materials, professors' and students' trainings. The reports should be published on the website and sent to coordinator in EACEA. It was agreed that the host of the meeting should be responsible for Quality Board meeting minutes, making the statistics from evaluation forms, etc., and before publishing it should be sent first to the HTPSZ. HTPSZ made a proposal for the design of unified documents (word documents, power point presentation and excel sheets) for all partners on the project and their methodology. Professor dr Milan Mišić stressed that student parliaments in each institution, should be familiar with the project and the development of new study program, and that their written report on new study programs should be submitted to EACEA. It is stressed that all financial reports should be kept in each partner institution, that the printed copies should be submitted to the coordinator, and that scanned copies should be submitted in EACEA. In total, 4 financial, 2 technical reports should be made, and submitted twice a year.

It was proposed that the sub-committee for printing and publishing of teaching materials should be established.

Minutes taken by

Vladimir Cerić

Minutes revised by

dr Siniša Ilić