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Minutes of DBBT meetings





MINUTES FROM PROJECT MANAGEMENT COMMITTEE MEETING, K. MITROVICA 2ND OF MARCH

Document prepared by:	Siniša Ilić (UPKM)
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Project acronym:	DBBT
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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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Project Management Committee Meeting, Tuesday 2nd March 2016

Topic: Forming of PMC

Professor dr Siniša Ilić, the chair of WP9, launched the session for selecting the members of PMC – one participant per partner who will be responsible for day-to-day activities within the project.

The following project members are selected:

- Siniša Ilić, University of Mitrovica,
- Milan Mišić, Higher Technical Professional School In Zvečan,
- Branko Dokić, University in Banja Luka,
- Alma Bosnić, University of Bihać,
- Vera Petrović, School Of Electrical Engineering And Computer Science, Belgrade,
- Mladen Veinović, University Singidunum, Belgrade,
- Matevž Pogačnik, University in Ljubljana
- Slobodan Bojanić, Universidad Politécnica De Madrid
- Gholamreza Anbarjafari Shahab, Tartu Ulikool
- Miroslav Voznak, VSB-Technical University Of Ostrava
- Mustafa Skenderi, TV Mreža
- Zoran Gaćinović, JP Emisiona Tehnika i Veze
- Danko Matić, Alternativna Televizija

Topic: clarification of PMC tasks

The chair has explained tasks of PMC - Project management will monitor and control on expenditure, use of resources, implementation of activities, delivery of results and the management of risks. The team must regularly review and agree on the content of progress reports and follow-up action required. Intensive communication is the critical factor in efficient and effective leadership.

The list of deliverables per each working package was shown from the project's application to all members of PCM, and the working plan as well. It was also announced the need for forming the superior project body – Steering Committee, who will be in charge for resolution of problems that might rise during the project life cycle. The members of the SC will be proposed on the next PMC meeting.

The first task of the PMC is to secure project members from own institutions to start with work on tasks 1.1, 1.2 and 1.3 and in parallel with dissemination of the project.

The coordinator's task will be to prepare draft of guidelines for project management and reporting and to create the appropriate form for monitoring project tasks until the second project meeting in Belgrade.

Minutes taken by
dr Branimir Jakšić

Minutes revised by
dr Siniša Ilić