**Deliverable report**

Agreement number: SI2.488704 (ECOKT2016-1)
Project name: Learner-centred digital ecosystem of competence development (Compleap)

Date:30.11.2019
Work package:WP1
Title: Deliverable No 9: Project management and steering group meetings
Author: CSC (project coordinator Antti Laitinen, junior coordinator Anu Märkälä)

Description of the action:

Project management committee (PMC) meetings were organised on monthly basis throughout the project. These meetings were the main venue for regular monitoring of the project. The agendas were prepared by the project coordinator who also acted as the chair of these meetings. WP leaders from all project partners were expected to join these meetings.

Steering committee had 10 meetings during the project. Most of these meetings were organised live but some took place online depending on the timetables. Steering committee meetings were the venue for approval of the deliverables before sending them to the project officer in the Commission. The meetings acted also as an arena for steering the project in general level to the direction agreed by all partners.

All meeting agendas and minutes are well documented in the Eduuni wiki. So this D9 document only sums up the meeting schedules. Further info on each meeting is available via Eduuni wiki under WP 1.

# Project management committee meetings

Project management committee consisted of WP leaders and task force leaders. The committee had meetings altogether 22 times. The dates of the meetings are listed below (day-month-year). Together with the webinars for workpackage leaders in the beginning of the project and other check-ups, they cover the 24 months that is the duration of the project.

* 20.12.2017
* 22.1.2018
* 5.2.2018
* 19.3.2018
* 23.4.2018
* 28.5.2018
* 25.6.2018
* 6.8.2018
* 10.9.2018
* 1.10.2018
* 19.11.2018
* 3.12.2018
* 7.1.2019
* 4.2.2019
* 4.3.2019
* 8.4.2019
* 6.5.2019
* 17.6.2019
* 19.8.2019
* 16.9.2019
* 28.10.2019
* 18.11.2019

# Steering committee meetings

Members of the steering committee are:

* Stina Westman (chair), Director, CSC - IT center for Science, Finland
* Rauni Gyldén, Student service manager,GRADIA Jyväskylä Educational Consortium, Finland
* Tomi Kytölä, Senior Officer, Ministry of Education and Culture in Finland
* Vera Wemer, Project leader, DUO, the Netherlands (until February 2019)
* Dik van der Wahl, Manager International Services, DUO, the Netherlands, (from February 2019 onward)
* Susanna Pirttikangas, Adjunct Professor, University of Oulu, Finland
* Raakel Tiihonen, Director, National Agency for Education, Finland

In addition, the project coordinator Antti Laitinen (CSC) and project worker Anu Märkälä (CSC) participated in the meetings.

Steering committee met ten times during the project. The dates of the meetings are listed below. The agendas were prepared in advance by the project coordinator and chair of steering committee. Deliverables and other documents were delivered to steering committee for review and approval ten days before a meeting. All the decisions that were made in the meetings have been documented in the desicion log in Eduuni (WP 1> Steering committee > Desicion log).

* 3.4.2018
* 14.6.2018
* 18.10.2018
* 6.2.2019
* 29.3.2019
* 23.5.2019
* 26.8.2019
* 27.9.2019
* 24.10.2019
* 18.11.2019