Decision log

All steering committee decisions and actions taken can be found from this Decision log.

Status section is devided in three categories each with separate color:

- green = actions has been taken and decision is implemented
- yellow = implementation is currenty in process but not ready
- red = implementation is not yet started

Decision No.	Date	Decision	Responsible	Status
41	18.11.2019	Comment round on final reporting documents before Christmas holidays and approval by January 2nd	CSC	
40	18.11.2019	Activities from sustainability plan to be listed	CSC	Sustainability action points
39	27.9.2019	Acceptance of D27, D28, D29 with suggested minor modifications	WP4	Deliverables were submitted 30.9.2019
38	26.8.2019	Steering committee should be informed what is needed for the impact evaluation study. (Interview on September 27th after the meeting)	CSC/FINEEC (The Finnish Education Evaluation Centre)	FINEEC will inform steering committee closer to the event
37	26.8.2019	Minna Parviainen to consult the members of the steering committee in order to finalize the program of the final seminar.	EDUFI/ CSC	
36	26.8.2019	WP 1 to do a week-by-week timeline. (The final report, deliverables related to the prototype and the impact evaluation study to the steering committee before their submission to the EC)	CSC	https://wiki.eduuni.fi/x/wAVyB
35	26.8.2019	Tomi Kytölä to be invited to any meetings with ministries, Sitra or other relevant bodies in Finland as these touch upon the government program.		
34	26.8.2019	The possible amendment nr. 4 should be taken into account when making the financial plan for the last three months of the project. All organizations are asked to send their input to Antti. Project officer at the EC has been consulted but she is on holiday until September 3rd.	CSC	Project officer instructed: "consortium would be to focus on the finalisation of the project."
33	26.8.2019	Project management committee (PMC) to make a spending plan for September-November 2019. It will be circulated with standard management report at the end of August and discussed in the steering group meeting on September 27th.	CSC	See D4 All deliverables
32	23.5.2019	Agenda to be prepared for the July 4th Europass-Compleap meeting	All partners - especially CSC, EDUFI, DUO	
31	29.3.2019	Project management committee should decide on the co-working practices in prototype development. The prototype specifications are needed to finalize the piloting plan alongside the prototype development.	PMC - all partners	Issues discussed regularly in PMC meetings
30	29.3.2019	Check the information regarding this in the updated Annex I before it can be sent with regard to the wording of the relationship with Europass and Compleap as well as the due date of the deliverable.	CSC, DUO	Annex I updated so D39 to be delivered M24
29	29.3.2019	There should be traffic lights on the project roadmap page to indicate current status and expected status. The detailed table in PMC meeting minutes serves as a temporal snapshot with the traffic lights included and provide more detailed information that the steering committee can review when needed.	CSC	
28	6.2.2019	Project road map to be updated to wiki as an living document	CSC - all partners contribute	

27	6.2.2019	Modified project plan to be submitted by the end of February to project officer - plan B to be included	All partners DUO will contact EMREX user group on deployment CSC will contact Nordforum on deployment	
26	6.2.2019	Plan for 26.2. webinar that takes into account to necessary replanning and gets real measurable feedback - Invite and planned agenda to be circulated to the the steering group	EDUFI, CSC	
25	6.2.2019	Salpaus role as an associated partner to be updated	Gradia, CSC, EDUFI	Tarja, Antti, Topias take care of contacting etc. as a part of WP4 - Salpaus not responding
24	18.10.2018	Framework architecture should be extended into solution architecture with relevant services. Positioning and differentiating CompLeap prototypes. (Noodi, Opobotti, Tiitus, Aurora etc. to be added)	EDUFI, CSC	■ Weekly architecture meetings on Monday ■ Deployment plan under construction (Ari, Sami) Next steps: ■ Piloting and updating the framework during 2019
23	18.10.2018	Mid-term reporting to be approved by steering committee - in January. Additional email meeting in January.	CSC	■ Mid-term report approved and sent to project officer on January 17th
22	18.10.2018	Need to clarify the piloting responsibilities and plan for this	Gradia	■ Piloting plan under construction by Gradia
21	18.10.2018	Video to be made for CompLeap. Prototype content should be made European generic, we can later specify for Finland. Audio could be.	DUO + communications group	■ First video released and published in the website ■ Videos added to communication calendar ■ Video production ongoing (DUO)
20	18.10.2018	Need positioning of CompLeap prototypes alongside the learner path internationally.	EDUFI	■ Collaboration with Europass and other EU development going on ■ Collaboration with Dutch partners ongoing - challenges finding Dutch partners to collaborate
19	18.10.2018	Separate planning meeting related to WP5 as DUO makes changes. Timeframe in November	DUO, CSC	■ Meeting was arranged in Helsinki December 3rd before the mid-term seminar
18	14.6.2018	There will be a separate risk identification section in each project management committee from this on.	CSC	
17	14.6.2018	The deliverables reporting will be done in time and the Steering Committee informed about the deliverables to be accepted well in advance incl. documentation.	CSC	
16	14.6.2018	Skills network and other already existing networks and conferences should be benchmarked and contacted when building the international network	DUO, CSC	
15	14.6.2018	Communications plan to be extended	DUO	Communication group organized and work is going on
14	14.6.2018	Deliverables reports can be found in Eduuni under "All deliverables" - project manager will inform steering committee when there is need to comment so that each deliverable can be reported to European Comission in time	CSC	

13	14.6.2018	Specific steering group dashboard will be created by the project management including: • All deliverables • Risk Management Matrix • Decision Log • Financial Figures (hidden from others) • Event Log	CSC	
12	14.6.2018	In the decision log the status of each question should be clear, the information up-to-date and the meanings of different colours explained	CSC	
11	14.6.2018	Substitute member for each steering committee representative to be appointed	Each partner	
10	3.4.2018	Steering committee page to Eduuni wiki – all documentation to be put there	CSC	
9	3.4.2018	International seminar to be moved to June 14th	DUO	
8	3.4.2018	The basic meeting practices were decided	CSC	
7	3.4.2018	Software code licensing to be decided	EDUFI, CSC	UOulu joining development - Separate CSC-EDUFI-UOulu meeting organised April 29th
6	3.4.2018	Extra page to website for prospective associated partners	DUO,CSC	
5	3.4.2018	The consortium contract will be signed by all partners by the end of April 14.6.2018 CSC,EDUFI, DUO Gradia and Oulu were not ready on June 14 so it was decided that the contract should be signed by June 29th	CSC	Consortium contract signed and scanned version has been sent to the wp leaders and administrative staff of partners
4	3.4.2018	Risk management plan to be approved in next steering committee – informing the project officer	CSC	Project officer informed Risk management plan to be presented to steering committee June 14th - was accepted 14.6.2018
3	3.4.2018	Standard management and progress reports will be sent to steering committee to inform them about the progress	CSC	Reports can be found in Eduuni wiki and the coordinator will inform the steering committee whenever there is new material in wiki
2	3.4.2018	The financial status of the project will be on the each steering committee meeting agenda	CSC	
1	3.4.2018	The financial reports will be placed into the Eduuni so that steering committee can easily check the current situation at any time	CSC	Slight delays in getting the financial information from each partner - current situation will be presented in the steering committee - it was decided 14.6. that all financial figures will be put in Eduuni under restricted site so that steering committee members can check the current situation