**Accelerating Western Balkans University Modernization by Incorporating Virtual Technologies**

**VTECH@WBUni**

## Quality Committee Meeting MINUTES

***Date: 22 March 2021***

***Online via Google Meet***

**List of Participants**

|  |  |  |  |
| --- | --- | --- | --- |
| No | Name | Institution | onsite/online |
| 1 | Arbana Kadriu | South East European University (SEEU) | online |
| 2 | Albana Halili | Aleksander Moisiu University (UAMD) | online |
| 3 | Manjola Hoxha | Polis University (Polis) | online |
| 4 | Diturie Ismaili | Mother Teresa University (MTU) | online |
| 5 | Anna Laska Leśniewicz | Lodz University of Technology (LOT) | online |
| 6 | Lejla Abazi Bexheti | South East European University (SEEU) | online |
| 7 | Sabrije Osmanaj | University of Prishtina (UP) | online |
| 9 | Klemen Pecnik | University of Ljubljana (UL) | online |
| 10 | Julian Hoxha | Epoka University (EPOKA) | online |
| 11 | Besnik Qehaja | University of Business and technology (UBT) | online |

**Minutes:**

The meeting took place online, on 22 March 2021.

Present were the members of the Quality Committee from 9 partners as listed above.

The focus of the meeting was project activities from WP3.

1. The quality assurance report for the first year was presented by Arbana Kadriu. Discussion on the quality survey feedback. The discussion was on the survey previously fulfilled by each partner. The survey served as the bases for preparing the quality evaluation report.

The report is organized into four sections:

1. Overall evaluation,

2. Event evaluation,

3. Document evaluation,

4. COVID-19 Impact evaluation.

**Report link:**

<https://docs.google.com/document/d/1s7gzV_ze45jTVBg39BBWf5aGfpCdbVQl/edit>

The members of the Project Quality Committee (PQC) shared their opinion on each partner's input in the report in terms of activities, events, and deliverables. In addition to the initial feedback, each partner will need to report on the perceived risks regarding the WP they’re leading and mitigation measures.

1. The Deliverables of the Project were also discussed. They are all shared in the Project Dropbox and approved by the steering committee, but at the same time in each QC meeting, the deliverables prepared in the previous period will be listed and discussed by the members of the Project Quality Committee in terms of Quality assurance.
2. The members of the Project Quality Committee proposed that the QC committee have to meet more often and evaluate ongoing activities and events.

With this, the meeting was closed.