

Minutes from Steering Group Meeting for QVIZ 11 May 2006

1. Welcome
Patrik welcomed the members of the steering group.
2. The role for the SG
The texts from the Description of Work and Consortium Agreement were handed out.
3. External participation in the SG/QVIZ: advisory members/experts
It was agreed that it would be a good idea to have external experts when there is some results to present. To invite external experts would also be a way to promote the project.
4. Current status of project and update on EC negotiations
Patrik informed the SG that the commission have asked for a formal letter that we need to start the project 1 May. Patrik is already working on the reply, and it will be conducted as soon as possible.
5. The Consortium Agreement
The Consortium Agreement was discussed, especially intellectual rights, and agreed on. The contract still needs to be signed by authorities.
6. Internal and external reporting
It was agreed that internal reports will be sent to the coordinator in the end of each month. The coordinators will provide a template and an example, which includes vacations, travel times etc.

The coordinators will look into how often economical reports are requested by them. A suggestion might be to prepare a report every six month.

External reports are requested by the commission every 12 month.
7. The QVIZ web site and possible project leaflet
A web site will be published at qviz.eu and qviz.net.
A leaflet to use at conferences etc. will be produced.
A release to put on different mailing list, e-mail will be prepared.
Templates for power point presentation and word-document will be produced.
8. Project timeline
No external requirements within the next six month. Internally the drafts have to be accomplished and further meetings are needed.
9. Subsequent meetings
Meetings twice a year, at least one of them face to face
10. Other items
 1. Collaboration with other projects
Collaboration and dissemination were discussed. Documentation will be needed for interested data producers on how they can contribute with data, without QVIZ founding it.

Building interest groups, which need guidelines, the project will get valuable input.
 2. Risk: IT-departments
Be aware of the risks of "political" problems. A strategy is

needed.

3. Intellectual property rights

The code from the UK part of the project will be under Creative commons license.

4. Next steering group meeting

Next meeting in October or November. Coordinators will suggest a date. Most likely the meeting will not be face to face.