

i-MASTER Meeting Minutes (No.1)

02 Sept.2022 | *i-MASTER project meeting*

In Attendance

Fraunhofer: Hans-Christoph Burmeister, Arbresh Ujkani

Novia: Mirva Salokorpi, Carina Virkama

TERP: Leiv Kåre Johannessen, Magne Aarset, Christian Tellnes

UGOT: Absent

UiT: Tae-eun Kim, Bryan John Lintott, Christopher Peter Martens, Endre Grimsbø, etc.

USN: Monica Husby, Ziaul Haque Munim, Morten Bustgaard

VTI: Gesa Praetorius, Martina Odéen

WU: Hans-Joachim Schramm

EU: Angel Mateos Fuentes

Approval of minutes

There is no prior meeting minute for approval.

Meeting content

Administrative: Consortium discussed several options for internal communications. Finished documents and presentations (PDFs) will be shared on the project website and Teams. Microsoft Teams can be used for internal communications.

UiT will design the templates (Microsoft Word) for the deliverables. Previously published articles from the researchers can also be shared on the project website.

Steering committee meeting will take place remotely once per year (or hybrid, can be combined with a consortium meeting). Each institution should appoint one person for the steering committee who could make both scientific and administrative decisions for this project.

Status update meetings can be led by the coordinator or the work package leaders and should be held every second week (no more than 30 minutes). Attendance is not mandatory but recommended. Short meeting minutes will be published for each meeting.

Clustering activities could be joint dissemination or joint track in conferences such as AFHE (<https://ahfe.org/>).

Steering committee appointments:

Fraunhofer: Hans-Christoph Burmeister

Novia: Mirva Salokorpi

TERP: Leiv Kåre Johannessen

UGOT: TBD

UiT: Tae-eun Kim

USN: Ziaul Haque Munim

VTI: Gesa Praetorius

WU: Hans-Joachim Schramm

A new partner (including additional work packages and tasks) may be added through using the hop-on facility. All partners need to agree. ITML may be a candidate for supporting the AI algorithms and software development. Candidates should also present what they can contribute to the project. Partners should consider this hop-on facility over the next couple of weeks before November. The deadline for hop-on facility application is 10th November 2022. EU PO has commented that it is good to consider the hop-on facility this year.

Technical: Online vs ex-post offline analysis in i-MASTER ILS. Online might be better but will be difficult to implement due to limited access to simulator data. Decision will have to be taken early as it affects the first three work packages. Challenges exist regarding processing and analysis of eye-tracking data in a time-effective way.

Coordination is required between everyone who will be involved in systems development to agree on the project architecture as early as possible. UiT researcher/developer on ILS system architecture should be onboard as soon as possible.

The STCW codes will be used as a basic competence framework and additional competence need to be marked.

Coordinator has informed that every partner should have at least 1 publication per year. Prior notice of any planned publication shall be given to the other partners at least 45 calendar days before the publication. Any objection to the planned publication shall be made in accordance with the GA by written notice within 30 calendar days after the receipt of the notice. If no objection is made within the time limit, the publication is permitted.

Finance: All partners should send their banking information to UiT using the correct financial form. Coordinator should follow up on the discussion regarding the prefinancing.

Decision made during the meeting

Ordinary Steering committee meeting frequency as stated in Consortium Agreement 6.3.2.1 is changed from every six months to once a year. This is agreed unanimously with 7 parties attended the project meeting.

Actions

Actions for Coordinator:

Follow up on the prefinancing arrangement

Actions for UGOT:

Appoint one person for the steering committee

Actions for all WP leaders:

Establish an internal plan regarding your WP.

Coordinate the work with the other partners in your WP, including organising meetings

Actions for all partners:

Establish an internal plan regarding your tasks.

Inform and request for approval from your national authority for data collection if needed

Next Meeting

Status update meeting.