



Advanced Data Analytics in Business (ADA)

EACEA 598829-EPP-1-2018-1-RS-EPPKA2-CBHE-JP

KICK-OFF MEETING MINUTES OF THE MEETING

Location: University of Novi Sad, Dr Zorana Djindjica 1, 21000 Novi Sad, Republic of Serbia, Multimedia room (1st floor)

Time: November 26-27th 2018

ATENDEES

26.11.2018.

1. **Mirko Savić** (UNS)
2. **Stojanka Dakić** (UNS)
3. **Jelena Bulatović** (SAM)
4. **Jovana Majstorović**(SAM)
5. **Dejan Brcanov** (UNS)
6. **Aleksandra Marcikić Horvat** (UNS)
7. **Boris Radovanov** (UNS)
8. **Dragan Stojić** (UNS)
9. **Laslo Šereš** (UNS)
10. **Ivana Vujkov** (UNS)
11. **Milena Kresoja** (UNS)
12. **Aleksandar Kupusinac** (UNS)
13. **Ana Šoti** (UNS)
14. **Ronald Hochreiter**(WU VIEN)
15. **Jelena Jevtović** (UNIKG)
16. **Vladimir Ranković** (UNIKG)
17. **Zoran Kalinić**(UNIKG)
18. **Nebojša Gvozdenović** (UNS)
19. **RachidChelovah** (EISTI)
20. **JasonPapathanasiou** (CERTH)
21. **LucaGnan** (UNITOV)
22. **Branislava Đukić** (Union of Employers of Vojvodina)
23. **Jelena Stanković** (UNI)
24. **Marija Džunić** (UNI)
25. **Marko Petković** (UNI)
26. **Vesna Janković-Milić** (UNI)
27. **Žarko Popović** (UNI)
28. **Vladan Devedžić**(UB)
29. **Zorica Stanimirović** (UB)

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14. Bojan Tomić (UB)
15. RachidChelovah (EISTI)
16. JasonPapathanasiou (CERTH)
17. LucaGnan (Rome Tor Vergata)
18. Olja Jovanović (TEMPUS)
19. Darko Milogorić (TEMPUS)
20. Jelena Stanković (UNI)
21. Marija Džunić (UNI)
22. Marko Petković (UNI)
23. Vesna Janković-Milić (UNI)
24. Žarko Popović (UNI)

AGENDA

26.11.2018.

1. Welcome speeches
2. Project presentation
3. Short presentation of partner institutions
4. WP1 - Development of a new program in Advance Data Analytics in Business
5. WP2 - Preparations for implementation of new master program
6. WP3 - Implementation of the program
7. WP4 - Dissemination and exploitation of project results
8. WP5 - Quality control and monitoring
9. WP6 - Project Management
10. Discussion

27.11.2018.

1. Project Management, Reporting and National Erasmus+ Office monitoring
2. Forming of the management structures (Steering Committee and Local Committees) and Distribution of work (WP managers, task leaders, participants)
3. Grant Agreement and Partnership Agreements
4. Financial and Administrative aspects of reporting
5. MA in data science in Europe
6. Planning of study and training visits
7. Steering Committee meeting: Action plan for the first year of the project realisation
8. Discussion and closing of the kick off meeting

REMARKS

26.11.2018.

1. Welcome speeches were given by professor Mirko Savić, project coordinator and professor Dejan Jakšić, rector of the University of Novi Sad.
2. Project was presented by Mirko Savić, project coordinator. Professor Savić underlined the importance of early accreditation of study programs because of risks related to long accreditation procedure in NAT (National Accreditation Body).
3. Short presentation of partner institutions. Representatives of all 9 project partners has made the short presentation of their institutions.
4. WP1 - Development of a new program in Advance Data Analytics in Business. Prof. Savić as the representative of WP leader (UNS) has made the presentation of the first working package with description of all three containing tasks. Details can be found in Action Plan.
5. WP2 - Preparations for implementation of new master program. Prof. Stanimirović as the representative of WP leader (UB) has made the presentation of the second working package, presenting also "first view of program structure" at UB. **Prof. Devedžić asked all partners to look through the program structure and to give their**

suggestions. The structure is placed on the Google drive of the project. Also, since the purchase of equipment will be started very soon, **UB, UNI, UNS and UNIKG must appoint two persons each for committee for public procurement (deadline: 10.12). In the meantime, all Serbian partners will see if update of equipment specification is necessary. If it is necessary, coordinator must ask the project officer in Brussels for approval of updated specification.**

6. WP3 - Implementation of the program. Prof. Stanković as the representative of WP leader (UNI) has made the presentation of the third working package with description of all tasks. Prof. Stanković has stressed once more the importance of early submission for accreditation.
7. WP4 - Dissemination and exploitation of project results. Prof. Ranković as the representative of WP leader (UNIKG) has made the presentation of fourth working package with description of all tasks. He also presented the working version of project website (www.ada.ac.rs), and first draft version of Dissemination and exploitation plan. **UNIKG will send the draft version of D&E plan to all partners to give their suggestions.**
8. WP5 - Quality control and monitoring. Prof. Hochreiter as the representative of WP leader (WU) has made the presentation of the fifth working package with description of all tasks. He has made the clear distinction between data science master programs in general and data science master programs for business. The tasks in the first year are: 1. Defining plan for project quality control (12 weeks, M1-M3, ongoing) and 2. Internal project control and monitoring (12 weeks, M4/8/12). **Prof. Hochreiter with his team will make the first draft version of Plan for project quality control and then all partners will give their comments about it.**
9. WP6 - Project Management. Prof. Savić as the representative of WP leader (UNS) has made the presentation of the last working package with description of all tasks.
10. Discussion

27.11.2018.

1. Project Management, Reporting and National Erasmus+ Office monitoring was presented by Olga Jovanović, representative of the National Erasmus+ Office.
2. Forming of the management structures (Steering Committee and Local Committees) and Distribution of work (WP managers, task leaders, participants). All partners have appointed their representatives in the management structures:

Table 1: Management Structure

Partner No	Acronym	Local Committee	Steering Committee	Quality Committee
P1	UNS	Mirko Savić	Mirko Savić	Laslo Šereš
P2	UB	Aleksandar Kartelj	Zorica Stanimirović	Vladimir Devedžić
P3	UNI	Jelena Stanković	Jelena Stanković	Vesna Janković-Milić
P4	UNIKG	Vladimir Ranković	Vladimir Ranković	Zoran Kalinić
P5	WU	-	Ronald Hochreiter	Laura Vana
P6	EISTI	-	Marie-Josée Lamerre	Maria Malek
P7	UNITOV	-	Luca Gnan	Gianluca Cubadda
P8	CERTH	-	Jason Papathanasiou	Josep Maria Salanova Grau
P9	SAM	Jelena Bulatović	Jelena Bulatović	Jovana Majstorović

3. Grant Agreement and Partnership Agreements were explained by representative of the Rectorate of University of Novi Sad. Vesna Mašulović, project officer from UNS, has informed partners about signed grant agreement and procedure of signing partnership agreements. **Some partners have sent the draft version of PA to UNS, and other partners are asked to do it as soon as possible in order to start the procedure of signing the agreements. Agreements will be signed first by rector of UNS and the by legal representatives of partner institutions.**
4. Financial and Administrative aspects of reporting was explained by representative of the Rectorate of University of Novi Sad. Vesna Mašulović, project officer from UNS, has informed partners about financial and administrative aspects in capacity-building projects.
5. MA in data science in Europe. Milena Kresoja, representative of UNS, has made the presentation about several MA studies in data science across Europe. Live discussion followed where one of the conclusions was that MA in data science at Imperial College in London is probably the most similar to the planned MA studies in Serbia.
6. Planning of study and training visits. Prof. Savić has discussed with the partners the purpose and content of study visits and training visits. **On the basis of draft versions of future study programs, EU partners will make an agreement about where training on which subject will be organized.**

7. Steering Committee meeting: Action plan for the first year of the project realisation. The plan was presented by Prof. Savić. The table presented at the meeting is complemented with previous conclusions from the meeting:

Table 2: Action Plan

WP	Activity	Leading partner	Participating partners	Start	End	Description
WP1	Analysis of best practise and comparative analysis	UNS	All	Y1/M1	Y1/M4	
Task 1	Analysis of best practice at EU partner universities (report)	CERTH	WU, EISTI, UNITOV, CERTH	Y1/M1	Y1/M4	Every EU partner is describing its own MA in data science + other programs in data science in Europe
Task 2	Survey on stakeholders about their needs in BA	UNS	SAM, Associated partners	Y1/M1	Y1/M4	Questionnaires + focus groups with help of SAM
Task 3	Analysis of status of various courses related to BA at Serbian uni.	UNI		Y1/M1	Y1/M4	
WP1	Development of learning outcomes and competencies	UNS	All	Y1/M4	Y1/M6	
Task 1	Analysis of learning outcomes and competencies	UNS, UB, UNI	All	Y1/M4	Y1/M6	Learning outcomes must be defined ASAP
Task 2	Distribution of training across EU partners	UNS	EU partners	Y1/M4	Y1/M6	Decision about the place and content of trainings by EU partners on the basis of draft versions of MA programs
WP1	Development of program, modules, syllabi of all courses and ECTS	UNS, UB, UNI	All	Y1/M6	Y1/M11	Development of draft version of programs, comments of all partners + stakeholders. EU partners will consider the possibility of sending visiting professors to future ADA master programs.
WP2	Purchase of equipment	UB	UNS, UNI, UNIKG	Y1/M10	Y2/M4	Delegation of 2 representatives by each Serbian partner. Public procurement before scheduled time.
WP2	Study visits of staff from Serbia to EU	UB	All	Y1/M1	Y3/M12	Exact date must be announced at least 3 months before visit
	Cergy, 1st visit in March 2018	EISTI	All	Y1/M5		EISTI will offer several dates for visit in March. Decision through Doodle pool.
	Vienna, 1st visit in July 2018	WU	All	Y1/M9		Serbian partners will decide when in July through Doodle pool.
	Roma, 1st visit in October 2018	UNITOV	All	Y1/M11		UNITOV will offer several dates for visit in October. Decision through Doodle pool.
WP3	Accreditation of master study program	UNI	UNS, UB	Y2/M1	Y2/M6	Preparation of accreditation material ASAP
WP4	Set-up Dissemination and exploitation plan	UNIKG	UNS	Y1/M1	Y1/M3	First version will be sent to partners for comments
WP4	Design of project visual identity	UNIKG	UNS	Y1/M3	Y1/M4	Proposal for logo until 10.12.2018.
WP4	Design and setup of project web site	UNIKG	UNS	Y1/M3	Y1/M5	Website will be running fully when logo is finished
WP4	Raising awareness for ADA	UNIKG	All	Y1/M1	Y3/M12	Continuous activity
WP5	Defining plan for project quality control	WU	UNS	Y1/M1	Y1/M3	First version will be sent to partners for comments
WP5	Internal project control and monitoring	WU		Y1/M4		Continuous activity
WP6	Organization of coordination meetings	UNS	All	Y1/M1	Y3/M12	Continuous activity

	1st meeting	UNS	All	Y1/M1	Y1/M2	Novi Sad: All material will be on the Google drive of the project
	2nd meeting	EISTI	All	Y1/M5		In Cergy, in March 2018
	3rd meeting	UNITOV	All	Y1/M11		In Roma, in October 2018
WP6	Coordination of overall project activities	UNS	All	Y1/M1	Y3/M12	Continuous activity
WP6	Local project management	UNS	Serbian partners	Y1/M1	Y3/M12	Continuous activity

8. Discussion and closing of the kick off meeting. All information from the meeting will be uploaded at Google drive of the project, including pictures, attendance lists, presentations, draft versions of the document etc.

OTHER NOTES & INFORMATION

All EU partners need to contact their international office at university in order to apply on time for Erasmus+ exchange of teaching staff. For more detailed information, you can contact Ivana Vujkov (UNS international office): ivana.vujkov@uns.ac.rs.

Prof. Dr Mirko Savić



Date of approval:
31.12.2018.