

# Minutes from Steering Group Meeting for QVIZ 11 October 2006

1. Information                      Patrik informed the SG about project status and development. QVIZ will be in Helsinki IST2006 and VAST at Cyprus
  
2. Brief reports from the sites  
*Salzburg Research:* SOTA was a good starting point, but it needs to be a living document. WP3 is going very well, with a great deal of input from different archives.  
*Porthmouth:* There have been some difficulties, due to administrative issues, which are slowing things down.  
*Regio:* No particular problems.  
*National archive of Estonia:* Current work includes selection and description of content of different kinds. No particular problems.  
*Swedish National archives:* No problems, but some persons in the staff have a heavy workload in other projects. In the future more persons will work in QVIZ.  
*Telefonica:* The current work is focused on how business processes can be applied to different archives, which is a complex matter and not easy to understand at first glance. The use case models have been useful. One person from the staff is leaving and a new person needs to be found, which may take some time.  
*Umeå:* Umeå university has decided to significantly increase its university-level EU-project.
  
3. Project status, evaluation and process  
- Communications  
- Work process  
- WP leaders roles  
- Quality assurance  
*Communications:*  
Better planning and structure would make the scheduling and Skype-meetings easier. The whole consortium do not need to take part in all meetings,  
Other suggestions were that the chairman for work meetings can be more active, that someone takes notes from the meetings and that planned meetings are scheduled in the wiki.  
*WP leaders roles:*  
It would be good if WP and task leaders would take more responsibility to organise meeting.  
*Quality assurance:*  
There are persons in the consortium that can be used for quality assurance, even though they do not explicitly work in QVIZ.
  
4. Reports from WP leaders  
- Task status:  
WP2: SOTA is one of the first official deliverables and Umeå, SNA, SFRG, Regio and TID have contributed to the work. Some uncertainties

resources, time plan, result	regarding responsibilities made the work more than expected difficult.
- WP1 Management	The vacation period during summer is a challenging period, and the task leaders need to plan the work accordingly.
- WP2 Requirements	
- WP3 Knowledge and Analysis	
- WP4 Technical specification	
- WP8	
Dissemination and exploitation	
5. The six month report	Fredrik reported briefly that an internal cost statement six month report has been agreed on. A template will be available.
- Cost statement and financials	
- Progress report	
6. Work plan for the next six month	
- Strategic consideration	
- Meetings	
- Guidance for dependencies issues	
- Important deadlines	
7. Other items	Dissemination within the budget for travelling and person months allocated to dissemination. No specific money outside the budget for each partner.
8. Next steering group meeting	Next meeting in March or April, date and place will be announced later.