

Steinbeis University Berlin (SHB)

**List of decisions (version 3) proposed by SHB for discussion and agreement during the
ImprESS Steering Committee meeting of Monday, November 4, 2019:**

Decision 1. The Coordinator shall produce the “revision-controlled” Project Continuation Plan document with the updated project management plan, including but not limited to detailed actions, time plan, anticipated schedule of meetings and events until the end of the project, budgets and deliverables.

Due date: November 30, 2019

Decision 2. The dates/venues of the SC meetings shall be agreed and announced (incl. the draft agenda and written formulation of any decisions to be made) at least 14 calendar days before the meeting.

Decision 3. SC meetings will be recorded, e.g. via the WebEx video conferencing platform.

Decision 4. The SC meetings shall include all partners and leave enough time and technical possibilities to clarify all the issues of the agenda (meetings not involving all partners shall be avoided).

Decision 5. The documents submitted to the EU, incl. the per-partner budgets, of May 24, 2019 are the basis for the continuation of the work in the project.

Decision 6. Any changes to the project management plan (see Point 1) shall be included into the revision-controlled Project Continuation Plan document.

Decision 7. The issues of particular importance for the project Coordinator (e.g. expulsion of non-performing partners) shall be included into the Quality Plan.