

MINUTE N°1

On the meeting of the project Team SPAAT4FOOD held in 29-31 October 2018

The agenda included the following topics:

1. Verifying the achievement of the assignments of each member of the team according to the Gantt chart
2. Discussing the milestone submission deadlines
3. Clarification of the internal control procedure of the implementation and implementation of the project
4. Functionality of the project site

The discussions resulted in the following conclusions:

1. Verified the achievement of the indicators of each member of the team, ascertaining that the activities are in the graph
2. Milestones will be sent at the beginning of the month so that all participants can view them in a timely manner
3. Has adopted the internal quality control procedure of the project
4. It was found that the dysfunctional aspects of the project site were remedied

At the end, this minute was written.



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MINUTE N°2

On the meeting of SPAAT4FOOD project team held between 29-30 November 2018

The agenda included the following topics:

1. Verify the achievements according to the Gantt chart
2. Establish the internal control points in the project
3. Functionality of the project site

The discussions resulted in the following conclusions:

1. Verified the indicators according to the chart
2. The internal quality checkpoints of the project have been established
3. It was found that the site of the project is updated

At the end, this minute was written.



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MINUTE N°3

On the meeting of SPAAT4FOOD project team, held on 27-29 December 2018

The agenda included the following topics:

1. Checking the achievements for the current year of the project
2. Check the internal control points of the project
3. Verifying the fulfillment of the objectives proposed in the project for the past year

The discussions resulted in the following conclusions:

1. The project's punctual achievements are in the graph
2. After checking the internal control points, it was found that they were viable
3. The objectives proposed for this year have been met

At the end, this minute was written.

MINUTE N°4

On the meeting of the project team SPAAT4FOOD, held on 21-23 January 2019

The agenda included the following topics:

1. Inform the members of the project of the meeting in Tunisia in January
2. Revised the Gantt chart
3. Discussions on the internal quality control of the project
4. Determining the content of milestones

The discussions resulted in the following conclusions:

1. The members of the panel took note of the discussions that took place in Tunisia in January
2. The goals in the updated Gantt chart have been redistributed
3. Through the internal quality control of the project, it has been found that the proposed objectives have been achieved so far
4. The content of each milestone was determined according to the objectives in the graph

At the end, this minute was written.



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MINUTE N°5

On the meeting of the project team SPAAT4FOOD held on 25-27 February 2019

The agenda included the following topics:

1. Restore Gantt chart
2. Discussions on the internal quality control of the project for 2019
3. Checking the project documents

The discussions resulted in the following conclusions:

1. The Gantt Chart has been restructured and simplified
2. The internal quality control of the project was effective and the same method would be followed
3. The internal documents of the project are up to date

At the end, this minute was written.



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