**Minutes of the 4th Coordination Meeting**

Podgorica, Montenegro

 **Hosting institution:** ITAS

 **Date:** 14th June 2017

 **Participants:**

*ITAS*

Goran Čabrilo

Petar Kapetanović

Slavica Ilić

*UDG*

Prof. Ramo Šendelj, PhD

Assist. Prof. Ivana Ognjanović, PhD

*IMTM*

Bojana Tošić

The meeting was attended by 6 participants from 3 partner institutions.

**Minutes:**

The meeting has two main topics. The first one was discussion about conducting survey among SMEs, and the second one was planning dissemination activities to the end of project.

The meeting was opened by presentation of Mr Kapetanović, about the plan for visiting SMEs in whole country. Although, the survey can be completed online, the consortium has agreed that is necessary to have meetings with SMEs managements to close them cloud computing benefits and gave them instructions how to complete questionnaire on appropriate way.

**ACTION 1:** Make detailed travel plan for visiting SMEs until 19th June.

**ACTION 2:** ITAS should delegate persons that will go to visit SMEs until 19th June.

The meeting was continued with discussion about dissemination activities, with highlight on promoting final results of survey from September 2017.

Prof. Ognjanović suggested that project coordinator should schedule meeting with Chamber of Economy and present them the results, and try to published it in the Chamber of Economy publications. This constructive suggestion were welcomed and accepted by all participants.

**ACTION 3** All partners should prepare dissemination activities until November and inform project coordinator.

**ACTION 4:** Project coordinator should contact and schedule meeting with President of ICT Association of Chamber of Economy, Mrs Nada Rakočević.

**Photos:**

**List of participants:**

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