**Minutes of the 5th Coordination Meeting**

Podgorica, Montenegro

 **Hosting institution:** ITAS

 **Date:** 6th September 2017

 **Participants:**

*ITAS*

Petar Kapetanović

Slavica Ilić

*UDG*

Prof. Ramo Šendelj, PhD

Assist. Prof. Ivana Ognjanović, PhD

*IMTM*

Bojana Tošić

The meeting was attended by 5 participants from 3 partner institutions.

**Minutes:**

First issue for discussion on this meeting was current finance situation. Mrs Slavica Ilic, finance manager of Cloud4sme project, presented the current finance situation. The partners discussed how to reduce the costs in the following 2 months, because the planed budget is almost spent.

Also, Mrs Ilic requested from each partner institutions to prepare time sheets for the last reporting period.

**ACTION 1:** Project staff should send timesheets for the final reporting period to Mrs Slavica Ilic, until 31st December 2017.

The next topic for discussion at 5th Coordination meeting was project presentation at Infofest 2017 Confernece. Consortium decided that Ms Bojana Tosic will present final project results to the audience.

Prof. Šendelj recommended to send invitation letter for visiting project presentation at Infofest to the representatives of companies.

**ACTION 2:** The complete survey results ITAS should sent to the other partners late on 20th September.

**ACTION 3:** ITAS should prepare and send Invitation Letter for Infofest to the representatives of companies, until 22nd September 2017.

**ACTION 4:** Ms Tosic shoud prepare and send presentation to partners for Infofest until 26th September 2017.

**Photos:**

**List of participants:**

**Prepared by**: Slavica Ilic, ITAS