



MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY

MINUTES OF THE 3RD MEETING FOR PROJECT 101083105 – ICT-4MRPQ HELD ON MAY 23, 2023 AT 9:00 A.M. IN THE UCOPS OFFICE AT TOWN CAMPUS

Action
Centre

MIN. 01/03/2023 REGISTRATION

1.1 Present

Assoc. Prof. Charles Tushabomwe-Kazooba	Chairperson
Assoc. Prof. Edgar Mulogo	Member
Dr. Deborah Natumanya	Member
Mr. Moses Ntaro	Member
Ms. Margaret Mbabazi	Member
Ms. Viola Nabaasa	Member
Ms. Aliguma Winfred	Member

1.2 Absent with apology

Ms. Barbara Naggayi	Member
Ms. Imelda Kemeza	Member

PRAYER

Ms. Viola Nabaasa said an opening prayer.

MIN. 02/03/2023 COMMUNICATION FROM THE CHAIRPERSON

The chairperson welcomed members to the meeting and noted that it was important to meet and deliberate. He conveyed to members apologies from Ms. Barbara Naggayi and Ms. Imelda Kemeza who were in the field.

He thanked members for the successful launch and E-Supervision training that took place on 18th May 2024.

He explained that the meeting was aimed at reviewing the work packages and assigning team members responsibilities.

MIN. 02/03/2023 REACTIONS TO THE COMMUNICATION FROM THE CHAIRPERSON

A member thanked the MUST Coordinator and encouraged members to unpack the work packages to know what is to be done.

Another member noted that the presentation that was presented at the meeting at the European Union offices summarises the work to be done.

MIN. 02/03/2023 DISCUSSIONS

1. One of the deliverables for work package 4 was to come up with a new programme for Social and Environmental Accounting. The MUST Coordinator explained that the Faculty of Business and Management Science has a course unit called Elements of Accounting. The way forward was for MUST Coordinator to get in touch with Dr. John Baguma Kule to make a presentation of the course unit. Then members will identify gaps to be filled. Members agreed that Ms. Barbara Naggayi should be present at that presentation. Prof. Charles T. Kazooba to get in touch with Dr. John Baguma Kule.
2. From the E-Supervision training that was held on 18th May 2023, there is need to come up with a technical report from the feedback/suggestions from participants. The questionnaires that were filled need to be analysed as well to come up with a report. Ms. Naggayi and Dr. Natumanya
3. The MUST Coordinator to write to the University of Lisboa requesting them to share the main functional blocks or modules that should be included in the E-Supervision platform and mobile App. Prof. Charles T. Kazooba to write to University of Lisboa.
4. On the procurement of ICT support consultancy services, Dr. Deborah Natumanya and Mr. Amos Baryashaba to identify the software needed by MUST to host the E-Supervision platform and liaise with MUBS on how to procure it. Dr. Natumanya & Mr. Amos to identify software needed.
5. On Activity 6.1 – Facilitating change processes for using and uptake; members agreed that to make an inquiry from Makerere University on how far they have reached.
6. On Activity 6.2 – Development of research methods manuals, the MUST Coordinator to write to VU Amsterdam requesting for the research methods manuals and the project team will scrutinize to whether to adopt them. – The manuals can be used in September 2023 for the new intake. Prof. Charles T. Kazooba to write to University of Vrije.
7. On Activity 6.4 - the recruitment of key ICT in-house support, it was agreed that Dr. Deborah Natumanya gets in touch with Mr. Amos Baryashaba, the Head of the Computing Services Unit who can nominate one of his staff to assist the project. The good thing is that Amos is part of the project. A top up from the budget of volunteer can be used for motivation purposes. Dr. Natumanya to get in touch with Mr. Amos to nominate one of his staff.
8. On Activity 6.7 - Designing new courses for participating Uganda HEIs, Prof. Edgar Mulogo to get in touch with Makerere School of Public Health and Ministry of Health. – There is a new course developed. There is need to find out how far Makerere has gone with it. Dr. Mulogo to get in touch with Makerere University.
9. On Activity 6.8 - Designing & Accreditation of new study programme for

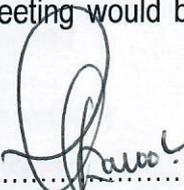
participating Uganda HEIs, to find out if a course is available and accreditation going on.

10. On Activity 6.11 - Training of academic staff involved in teaching the new/upgraded courses, this can be done after updating the programmes.
11. It was agreed that progress reports need to be done by month 20.
12. On Activity 8.4 - Six study in-country visits to universities in Uganda, there is need to organise study visits within Uganda.
13. Activity 8.6 – Five industry / Employers visits & Knowledge exchange with practitioners, to make arrangements as the visit to Portugal and Netherlands was scheduled for March 2024.
14. On the request from Assoc. Prof. David Katamba regarding designing a questionnaire which can capture expectations of participants in the March 2024 international travel mobility to Europe, members agreed to make suggestions to be shared at the next meeting scheduled for Tuesday 6th June 2023.

Date for the Next meeting:

The next meeting would be held on 6th June 2023 at 9:00 a.m. in the UCoBS boardroom.

Signed:


.....
CHAIRPERSON

Date: 6/6/2023


.....
SECRETARY

Date: 6th June 2023



MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY

3rd MEETING FOR PROJECT 101083105 - ICT-4MRPQ HELD ON MAY 23, 2023 AT 9:00 A.M. IN THE UCBS OFFICE AT TOWN CAMPUS

Attendance List

No.	Name	Designation	Contact/E-mail	Signature
1-	Ntaro Moses	Project member	0772 669346 / ntaromoses@gmail.com	
2-	Viola Nabaasa	project Member	0779-10 4082	
3-	Edgar Mugema Muliga	Member	0772 433508	
4-	Mababazi Margaret	Project member	0772 55 3207	
5-	C. Tushobomwe - Kazoobe	Project member (co-pi)	0772-667806	
6-	Aliguma Winfred	project member	0708659249	
7	Deborah Natumanya	Project Member	070 0649348	