|  |  |
| --- | --- |
| **Work Package** |  |
| **Meeting/Workshop** |  |
| **Date(s)** |  |
| **Hosting Partner: (if applicable)** | **DD/MM/YYYY – DD/MM/YYYY** |
| **Location: (if applicable)** |  |

Answer each question with an evaluation from 1-5, based on your agreement level

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| Strongly Disagree | Disagree | Undecided / Neutral | Agree | Strongly Agree |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1 Meeting Organization** | | **1** | **2** | **3** | **4** | **5** |
| **1.** | **Communication with the host partner (received response on time of any inquiry about travel, accommodation etc.) was effective** |  |  |  |  |  |
| **2.** | **Information received about the organization of the meeting (location, timing, agenda, etc.) was sufficient** |  |  |  |  |  |
| **3.** | **General organization during the meeting was appropriate** |  |  |  |  |  |
| **4.** | **Duration of the meeting was appropriate** |  |  |  |  |  |
| **5.** | **Timing of the meeting was appropriate (started on time, ended on time)** |  |  |  |  |  |
| **6.** | **Domestic arrangements (accommodation, meals, meeting location etc.) were convenient** |  |  |  |  |  |
| **Comments, suggestions for improving next meeting** | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **2 Meeting Contents & Objectives Fulfillment** | | **1** | **2** | **3** | **4** | **5** |
| **1.** | **The subjects discussed were relevant and focused on the objectives of the project** |  |  |  |  |  |
| **2.** | **The activities were relevant and focused on the objectives of the project** |  |  |  |  |  |
| **3.** | **The meeting followed the planned agenda** |  |  |  |  |  |
| **4.** | **The meeting facilitated understanding of the objectives and work plan for the next period** |  |  |  |  |  |
| **5.** | **The meeting fulfilled the established objectives** |  |  |  |  |  |
| **Comments, suggestions for improving next meeting** | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **3 Project Partnership and Communication** | | **1** | **2** | **3** | **4** | **5** |
| **1.** | **All the partners were committed to the project and contributed to the meeting (were prepared for the meeting, shared responsibility for the meeting)** |  |  |  |  |  |
| **2.** | **The communication among partners was effective** |  |  |  |  |  |
| **3.** | **The partners have fulfilled the assigned tasks of the project and appropriately presented the results in the meeting (quality of the presentations, consider other partners contributions)** |  |  |  |  |  |
| **Comments, suggestions for improving next meeting** | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **4 Project Management & Coordination** | | **1** | **2** | **3** | **4** | **5** |
| **1.** | **The information (on tasks, materials for the meeting etc.) received before the meeting from the coordinator was sufficient** |  |  |  |  |  |
| **2.** | **The coordinator facilitated understanding the objectives, work plan and tasks for the next period** |  |  |  |  |  |
| **3.** | **The coordinator facilitates communication and collaboration between partners. Everyone was encouraged to contribute to discussion.** |  |  |  |  |  |
| **4.** | **The tasks and deadlines for the next period are clear for each partner** |  |  |  |  |  |
| **Comments, suggestions for improving next meeting** | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **5 Overall Impression** | | **1** | **2** | **3** | **4** | **5** |
| **1.** | **I have a clear understanding of the tasks and deadlines assigned for the next period** |  |  |  |  |  |
| **2.** | **The meeting fulfilled my personal expectations** |  |  |  |  |  |
| **Please write at least two strengths (positive aspects) and at least two weaknesses (negative aspects) of this project meeting.** | | | | | | |
| **Comments, suggestions for improving next meeting** | | | | | | |