

Meeting Evaluation Form

Dear colleague,

Thank you for your participation in this meeting.

You are kindly requested to take part in this short survey. Your feedback is very valuable in view of the further project progress and performance.

Rate each question on a 1 (strongly disagree) to 5 (strongly agree) scale. Mark only one per row.

If you give 1 or 2, please explain why and if it is possible give some advice, using the Comment lines.

All data will be treated confidentially.

Thank you for your valuable time.

	1-Strongly Disagree	2- Disagree	3- Neutral	4- Agree	5-Strongly Agree
A. The meeting					
The meeting was well planned and organised.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The agenda of the meeting was balanced, focusing on all key aspects of the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The participants received all information about the meeting on time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The presentations by the partners were clear and understandable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All participants had the opportunity to express their observations/ comments/ questions about the topics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The timetable was respected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The meeting served its purpose.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The conference room and its facilities facilitated the work during the meeting. (**)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The overnight accommodation was satisfactory. (*)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to the venue of the meeting was easy. (*)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Catering and meals were satisfactory. (*)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My experience with the teleconference platform was satisfactory. (*)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. The Project after the meeting					
I have a clear view of the project aims and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* If relevant

	1-Strongly Disagree	2- Disagree	3- Neutral	4- Agree	5-Strongly Agree
I understand clearly the administrative structure of the project. (*†)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The information given as to the administrative / financial management facilitated my understanding of those issues. (*)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The information given helped me to better understand the activities of the project and the interactions and links between them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have better understanding of the role of my institution/organization in this project and what is expected from me for the upcoming months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have a clear view of the deadlines for the upcoming months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The timescales proposed are realistic and feasible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The meeting contributed positively to the progress of the project and the scheduling of the next steps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Remarks					
The meeting enabled me to clear up questions I previously had on (optional question): <i>[to be included in the first meetings]</i>					
<input type="text"/>					
The following element is still a major concern to me (optional question): <i>[to be included in the first meetings]</i>					
<input type="text"/>					
Please provide feedback of any issues you might have and how these can be improved (optional question):					
<input type="text"/>					
Date:					
Your name (not compulsory):					
Your organization:					

† if relevant

