**ToWe Project Kick-off meeting**

**Evaluation Form**

**Universitat Ramon Lull, Barcelona**

**11.11.15-13.11.15**

**Name:**

**Partner:**

Evaluation of progress made during the meeting

Goals of the Kick-off meeting:

* To set the parameters and responsibilities of the partnership
* To plan the work of the project

**Please complete the questions below:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Preparatory work** | **Yes** | **No** | **Comments** |
| Was sufficient information supplied before the meeting? |  |  |  |
| Was this information clear and easy to understand? |  |  |  |
| Did you achieve the tasks you were supposed to deliver before the meeting? |  |  |  |
| **The meeting itself** | **Yes** | **No** | **Comments** |
| Did the meeting give adequate time to introductions and finding out the background of the partners? |  |  |  |
| Did the meeting address all the aspects of the Project that you expected? |  |  |  |
| Are you satisfied that you were able to contribute to the discussion and decision making?  |  |  |  |
| Did the meeting adhere to the agenda and were any changes discussed? |  |  |  |
| Were the goals of the meeting achieved? |  |  |  |
| Were some goals not met? |  |  |  |
| Were the Projects presentations and discussions clear and easy to understand? |  |  |  |
| **Other factors** | **Yes** | **No** | **Comments** |
| Was the working environment satisfactory? |  |  |  |
| Was the accommodation, food and the social element satisfactory? |  |  |  |
| We now know each other well (professionally) |  |  |  |
| **Follow-up** | **Yes** | **No** | **Comments** |
| There is a clear and reasonable timetable in place |  |  |  |
| I understand my role and that of my institution/setting in the project |  |  |  |

1. What do you consider to be the main strengths of this project?
2. Were there any weak points?
3. Can you see any problem areas for the project that should be tackled as soon as possible?
4. If so, please suggest some measures or ways for solving the problem(s)

Thank you very much