PROJECT MEETING EVALUATION

**Dear Colleague,**

This questionnaire aims to collect feedback from all the ASSET team members in order to monitor the project progress and implementation. It covers basically 3 main sections: Meeting preparation and other arrangements; Meeting development; Management aspects. In each of the sections you will also have the opportunity to express your opinion with more details as you can find open questions.

We would appreciate to receive your contributions shortly allowing us to understand the consortium perspective on the project implementation in terms of strengths, weakness and areas of improvement. Following the analysis of the data collected, a brief report will be elaborated and shared with all.

### PROJECT MEETING EVALUATION

#### Scale :

##### **1 = totally disagree**

##### **2 = disagree**

##### **3 = agree**

##### **4 = totally agree**

#####

##### **Section 1 - BEFORE THE MEETING - Meeting preparation**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | N/A |
| 1. In general, I am satisfied with the information provided prior to the meeting for its preparation  |  |  |  |  |  |
| 2. The meeting schedule was provided on time   |  |  |  |  |  |
| 3. I knew in advance what I was expected to deliver to the meeting (e.g., presentations). |  |  |  |  |  |
| 4. I had enough time to prepare for the meeting  |  |  |  |  |  |
| 5. I could get help and additional clarifications regarding my tasks for the meeting  |  |  |  |  |  |
| 6. The structure of the meeting was clear and sensible  |  |  |  |  |  |
| 7. The website was helpful in preparing for the meeting |  |  |  |  |  |

##### **6. Suggestions/remarks:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### **Section 2 - DURING THE Meeting**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | N/A |
| 1. the meeting objectives where clearly stated |  |  |  |  |  |
| 2. The meeting followed an agreed agenda circulated beforehand  |  |  |  |  |  |
| 3. The length of the meeting sessions was adequate and reasonable  |  |  |  |  |  |
| 4. The meeting encouraged open and clear communication  |  |  |  |  |  |
| 5. The meeting encouraged everyone to contribute to discussion  |  |  |  |  |  |
| 6. The objectives of the meeting achieved (in terms of stated deliverables)?  |  |  |  |  |  |
| 7. The development stages of the project were stated clearly (I know what comes next)  |  |  |  |  |  |
| 8. the dissemination stages of the project were stated clearly |  |  |  |  |  |
| 9. (For coordinators) I understand how to use the ASSET website for the financial and administrative procedures.  |  |  |  |  |  |
| 10. I understand how to use the ASSET website for the group work and development of new/renewed assessment methodologies |  |  |  |  |  |
| 11. Each HEI had participated the activities  |  |  |  |  |  |
| 12. The website was helpful during the meeting |  |  |  |  |  |
| 13. In general, this meeting was effective and achieved it goals |  |  |  |  |  |

Provide any other comments or suggestions for improvements of future meetings or events

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### **Section 3 - Management aspects**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | N/A |
| 1. The clarifications on the financial management aspects were clear to me  |  |  |  |  |  |
| 2. The next steps are clear to me in terms of overall workplan, individual task, schedule for next events, etc  |  |  |  |  |  |
| 3. The coordinator communicates clearly and effectively  |  |  |  |  |  |
| 4. The website is structured effectively  |  |  |  |  |  |
| 5. Generally, I am quite satisfied with the project management   |  |  |  |  |  |

##### **Suggestions/remarks:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### **Any other comments that you have regarding ASSET?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_