



Evaluation Form

M-Meeting Falun (18. – 21.09.2017)

- standard form to be used on every transnational meeting and training activity -

Preparatory phase

		yes	no	no answer
1.	Have you received the results and materials of the preceding meeting at the agreed time?	10	1	

Organization of the preparatory phase		very high	high	me- dium	low	very low	no answer
2.	I received all relevant information for the upcoming project visit in time, e.g. date of the meeting, hotel, transport,... .	8	2	1			
3.	Host only: I received all relevant information in time, e.g. names of participants at the meeting, length of stay, time of arrival and departure,...		1				
4.	I received the agenda for the upcoming meeting in time.	8	2	1			
5.	Concerning the project organization in the preparatory phase, I have following ideas, wishes and suggestions: Great work, great team, thank you. Excellent work. Everything is very well prepared. If someone ist not attending the full meeting, it should be made clear well in advance for everybody.						

Content of the preparatory phase		very high	high	me- dium	low	very low	no answer
6.	Contents and subject of the meeting were clarified well in advance.	7	3	1			
7.	I knew precisely which topics I was expected to prepare for the meeting.	6	3	2			
8.	I knew precisely which materials I was expected to prepare for the meeting. (presentations, information sheets etc.)	6	3	2			
9.	Concerning the content in the preparatory phase, I have following ideas, wishes and suggestions:						



Meeting

Organization of the meeting		very high	high	me- di- um	low	very low	no answer
10.	The meeting was well organized. (bookings, transport, program, meals, leisure time, time to socialize...)	7	3				1
11.	The meeting was useful for the organizational development of the project.	8	1	2			

		yes	no	no answer
12.	It was agreed who is responsible for the collection and dissemination of results and materials of the project meeting.	10		1
13.	It was agreed until which date participants hand in their results and materials to be distributed.	9	1	1

14. Concerning the project organization in the meeting, I have following ideas, wishes and suggestions: I felt embarrassed, that only 3 of 7 countries attend the program on Wednesday evening. But only 4 out of 7 on Wednesday morning is unacceptable.

Content of the meeting		very high	high	me- di- um	low	very low	no answer
15.	All partners were prepared well for the meeting.	5	5	1			
16.	All items of the agenda were sufficiently discussed.	6	5				
17.	I got a deeper knowledge/understanding/insight into the topics under discussion.	6	5				
18.	The ... are useful for my work at school/in my institution.						
	a) materials	3	3	1	2		2
	b) presentations	2	4	2	1		2
	c) new ideas	6	2	2			1
	d) links for further studies	4		4			3
f) ...							
19.	The meeting was useful for the development of the project with regard to content.	5	3	2			1

20. Which topics of the meeting do you consider the most important for your work?

Lesson plan on career guidance.
 Homework from Bilbao – App-list!
 Developing the career-package. Learning through general discussions/getting new ideas through discussions and presentations.
 Studyvisit.
 Learning about Sweden and their context.
 Thinking about the scientific aspects.

21. Concerning the content of the meeting, I have following ideas, wishes and suggestions:
 Time to develop new project ideas.
 How we can pay for Apps.
 Follow up Lars Westins project!
 Having time to share about the didactics of our project ideas.

22. Do you have any suggestions for the agenda of the next meeting?

Thank Pernilla and her team, and all the best for you.
 Short presentations and time for questions and discussions.