**Transnational Meeting: Erasmus+ KA2 Project “Innovation in dressing techniques” - Cooperation for innovation and the exchange of good practices**

Project Number: 2018-1-HR01-KA202-047488

**Dorsten, 23rd and 24th September 2019.**

Hosting Partner:

Senorenzentrum St.Marien, Dorsten, Germany

Meeting Evaluation Form

Participant Name

Organization

We kindly ask you to take a few minutes to fill in this questionnaire. The information you provide will help us improve future meetings and activities. Thank you for your feedback!

Please indicate your answer by writing **X** under desired value.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Scale: 1 – Very low, 2 – Low, 3 – Medium, 4 – High, 5 – Very High | **1** | **2** | **3** | **4** | **5** |
| **1. MEETING ORGANIZATION** |
| 1.1 The information about travel, accomodation etc. received before the meeting from host partner was satisfactory  |   |   |   |   |   |
| 1.2 General organization during the meeting |   |   |   |   |   |
| 1.3 Duration and timing of the meeting was well planned |   |   |   |   |   |
| 1.4 Balance between different types of activities (presentations, social and cultural events, team building, free time)  |   |   |   |   |   |
| 1.5 Accomodation and food were satisfactory |   |   |   |   |   |
| 1.6 How adequate and appropriate was the venue?  |   |   |   |   |   |
| **2. MEETING CONTENTS AND PRESENTATIONS** |
| 2.1 The subjects discussed were relevant to the overall project |   |   |   |   |   |
| 2.2 The activities (visit to the Clinics and Hospitals) were relevant to the project |   |   |   |   |   |
| 2.3 Presentation of the objectives and work plan for the next period was clear  |   |   |   |   |   |
| 2.4 The content was clarified in response to questions |   |   |   |   |   |
| 2.5 Use of visual aids and handouts clarified the contents  |   |   |   |   |   |
| 2.6 The meeting fullfilled the established objectives |   |   |   |   |   |
| 2.7 The meeting fullfilled my expectations |   |   |   |   |   |
| 2.8 The time was well structured and rationally spent |   |   |   |   |   |
| 2.9 All partners were equally involved in the discussions |   |   |   |   |   |
| 2.10 Obtained informations can be used to deliver project objectives (teaching, manual, website etc.) |   |   |   |   |   |
| **3. QUALITY OF PARTNERSHIP** |
| 3.1 Communication amongst partners was effective |   |   |   |   |   |
| 3.2 Development of teamwork, of positive attitudes |   |   |   |   |   |
| 3.3 The committment to the project by each partner (fulfilling the responsibilities set out for this project meeting, quality of presentations, sharing responsibility for the meeting) |   |   |   |   |   |
| 3.4 Intercultural interactions |   |   |   |   |   |
| **4. MANAGEMENT AND COORDINATION** |
| 4.1 The information (on tasks, materials for the meeting etc.) received before the meeting from the coordinator was satisfactory |   |   |   |   |   |
| 4.2 The coordinator facilitated understanding of the objectives and work plan for the next period |   |   |   |   |   |
| 4.3 The coordinator facilitated communication and collaboration between partners |   |   |   |   |   |
| 4.4 Everyone was encouraged to contribute to discussion |   |   |   |   |   |
| What were the most useful points of the meeting? |
|   |
| How might the format of this meeting be improved in order to be the most appropriate for the content presented? |
|   |
| What did you most appreciate'enjoy'think was best about the meeting? |
|   |
| Do you have any suggestion(s) for the improvement? |
|   |