



Date: 24-25 May 2017

# TRAINING FOR TEACHING STAFF EVALUATION LIST

## The general organisation of the meeting

| Grading  | Poor | OK | Good | Very<br>Good | Excel lent |
|--|------|----|------|--------------|------------|
| Logistic preparation and organization of meeting     | 1    | 2  | 3    | 4            | 5          |
| Content of the Agenda                                | 1    | 2  | 3    | 4            | 5          |
| Arrangements of the meeting (venue, equipment, etc.) | 1    | 2  | 3    | 4            | 5          |

Comment:

# General working communication

| 0   |      |    |      |      |       |  |  |  |
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| Communication before the meeting  | 1    | 2  | 3    | 4    | (5)   |  |  |  |
| Duration and timetable of the meeting                                       | 1    | 2  | 3    | 4    | 5     |  |  |  |
| Quality of materials provided during the meeting                            | 1    | 2  | 3    | 4    | 5     |  |  |  |
| Quality of presentations  | 1    | 2  | 3    | 4    | 5     |  |  |  |
| Communication between the coordinator of the project and the other partners | 1    | 2  | 3    | 4    | 5     |  |  |  |
| Engagement of the participants in the activities and discussions            | 1    | 2  | 3    | 4    | 5     |  |  |  |
| Objectives in the agenda regarding the NatRisk project are reached          | 1    | 2  | 3    | 4    | 5)    |  |  |  |





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| Opportunities to express your opinion and influence decisions | 1    | 2  | 3    | 4            | (5)        |
| Achievement of the meeting and project goals                  | 1    | 2  | 3    | 4            | (5)        |
| Discussion of tasks for the upcoming activities and meetings  | 1    | 2  | 3    | 4            | (5)        |
| Assignment of follow-up tasks                                 | 1    | 2  | 3    | 4            | (5)        |

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| Grading   | Poor | OK | Good | Very | Excel |
|---|------|----|------|------|-------|
|   |      |    |      | Good | lent  |
| Mode of reaching the decisions at the meeting                 | 1    | 2  | 3    | 4    | 5     |
| Opportunities to express your opinion and influence decisions | 1    | 2  | 3    | 4    | 5     |
| Achievement of the meeting and project goals                  | 1    | 2  | 3    | 4    | 5     |
| Discussion of tasks for the upcoming activities and meetings  | 1    | 2  | 3    | 4    | 5     |
| Assignment of follow-up tasks                                 | 1    | 2  | 3    | 4    | 5     |

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Project number: 573806-EPP-1-2016-1-RS-EPPKA2-CBHE-JP





Date: 24-25 May 2017

# TRAINING FOR TEACHING STAFF EVALUATION LIST

## The general organisation of the meeting

| Grading  | Poor | OK | Good | Very | Excel |
|--|------|----|------|------|-------|
|  |      |    |      | Good | lent  |
| Logistic preparation and organization of meeting     | 1    | 2  | 3    | 4    | 5     |
| Content of the Agenda                                | 1    | 2  | 3    | 4    | (5)   |
| Arrangements of the meeting (venue, equipment, etc.) | 1    | 2  | 3    | 4    | 5     |

Comment:

## General working communication

| 8   |      |    |      |      |       |  |  |  |
|---|------|----|------|------|-------|--|--|--|
| Grading   | Poor | OK | Good | Very | Excel |  |  |  |
|   |      |    |      | Good | lent  |  |  |  |
| Communication before the meeting  | 1    | 2  | 3    | 4    | (5)   |  |  |  |
| Duration and timetable of the meeting                                       | 1    | 2  | 3    | 4    | 5     |  |  |  |
| Quality of materials provided during the meeting                            | 1    | 2  | 3    | 4    | 5     |  |  |  |
| Quality of presentations  | 1    | 2  | 3    | 4    | 5     |  |  |  |
| Communication between the coordinator of the project and the other partners | 1    | 2  | 3    | 4    | 5     |  |  |  |
| Engagement of the participants in the activities and discussions            | 1    | 2  | 3    | 4    | 5     |  |  |  |
| Objectives in the agenda regarding the NatRisk project are reached          | 1    | 2  | 3    | 4    | 5     |  |  |  |





| Grading   | Poor | OK | Good | Very | Excel |
|---|------|----|------|------|-------|
|   | 1416 |    |      | Good | lent  |
| Mode of reaching the decisions at the meeting                 | 1    | 2  | 3    | 4    | 5     |
| Opportunities to express your opinion and influence decisions | 1    | 2  | 3    | 4    | 5     |
| Achievement of the meeting and project goals                  | 1    | 2  | 3    | 4    | 5     |
| Discussion of tasks for the upcoming activities and meetings  | 1    | 2  | 3    | 4    | 5     |
| Assignment of follow-up tasks                                 | 1    | 2  | 3    | 4    | 5     |

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Date: 24-25 May 2017

# TRAINING FOR TEACHING STAFF EVALUATION LIST

## The general organisation of the meeting

| Grading  | Poor | OK | Good | Very<br>Good | Excel lent |
|--|------|----|------|--------------|------------|
| Logistic preparation and organization of meeting     | 1    | 2  | 3    | 4            | 5          |
| Content of the Agenda                                | 1    | 2  | 3    | 4            | (5)        |
| Arrangements of the meeting (venue, equipment, etc.) | 1    | 2  | 3    | 4            | 5          |

Comment:

# General working communication

| Grading   | Poor | OK | Good | Very<br>Good | Excel lent |
|---|------|----|------|--------------|------------|
| Communication before the meeting  | 1    | 2  | 3    | 4            | (5)        |
| Duration and timetable of the meeting                                       | 1    | 2  | 3    | 4            | 5          |
| Quality of materials provided during the meeting                            | 1    | 2  | 3    | 4            | 5          |
| Quality of presentations  | 1    | 2  | 3    | 4            | 5          |
| Communication between the coordinator of the project and the other partners | 1    | 2  | 3    | 4            | (3         |
| Engagement of the participants in the activities and discussions            | 1    | 2  | 3    | 4            | (5)        |
| Objectives in the agenda regarding the NatRisk project are reached          | 1    | 2  | 3    | 4            | (5)        |





| Grading   | Poor | OK | Good | Very | Excel |
|---|------|----|------|------|-------|
|   |      |    |      | Good | lent  |
| Mode of reaching the decisions at the meeting                 | 1    | 2  | 3    | 4    | 5     |
| Opportunities to express your opinion and influence decisions | 1    | 2  | 3    | 4    | 5     |
| Achievement of the meeting and project goals                  | 1    | 2  | 3    | 4    | 5     |
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Date: 24-25 May 2017

# TRAINING FOR TEACHING STAFF EVALUATION LIST

## The general organisation of the meeting

| Grading  | Poor | OK | Good | Very<br>Good | Excel lent |
|--|------|----|------|--------------|------------|
| Logistic preparation and organization of meeting     | 1    | 2  | 3    | 4            | 5          |
| Content of the Agenda                                | 1    | 2  | 3    | 4            | (5)        |
| Arrangements of the meeting (venue, equipment, etc.) | 1    | 2  | 3    | 4            | 5          |

Comment:

## General working communication

| •   |      |    |      |      |       |
|---|------|----|------|------|-------|
| Grading   | Poor | OK | Good | Very | Excel |
|   |      |    |      | Good | lent  |
| Communication before the meeting  | 1    | 2  | 3    | 4    | 5     |
| Duration and timetable of the meeting                                       | 1    | 2  | 3    | 4    | (5)   |
| Quality of materials provided during the meeting                            | 1    | 2  | 3    | 4    | 5     |
| Quality of presentations  | 1    | 2  | 3    | 4    | (5)   |
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| Objectives in the agenda regarding the NatRisk project are reached          | 1    | 2  | 3    | 4    | 5     |





| Grading   | Poor | OK | Good | Very<br>Good | Excel<br>lent |
|---|------|----|------|--------------|---------------|
| Mode of reaching the decisions at the meeting                 | 1    | 2  | 3    | 4            | (5)           |
| Opportunities to express your opinion and influence decisions | 1    | 2  | 3    | 4            | 5             |
| Achievement of the meeting and project goals                  | 1    | 2  | 3    | 4            | (5)           |
| Discussion of tasks for the upcoming activities and meetings  | 1    | 2  | 3    | 4            | (5)           |
| Assignment of follow-up tasks                                 | 1    | 2  | 3    | 4            | 5             |

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Date: 24-25 May 2017

# TRAINING FOR TEACHING STAFF EVALUATION LIST

# The general organisation of the meeting

| Grading  | Poor | OK | Good | Very<br>Good | Excel<br>lent |
|--|------|----|------|--------------|---------------|
| Logistic preparation and organization of meeting     | 1    | 2  | 3    | 4            | 5             |
| Content of the Agenda                                | 1    | 2  | 3    | 4            | (5)           |
| Arrangements of the meeting (venue, equipment, etc.) | 1    | 2  | 3    | 4            | 5             |

Comment:

## General working communication

| 0   |      |    |      |              |            |  |  |  |
|---|------|----|------|--------------|------------|--|--|--|
| Grading   | Poor | OK | Good | Very<br>Good | Excel lent |  |  |  |
| Communication before the meeting  | 1    | 2  | 3    | 4            | 5          |  |  |  |
| Duration and timetable of the meeting                                       | 1    | 2  | 3    | 4            | (5)        |  |  |  |
| Quality of materials provided during the meeting                            | 1    | 2  | 3    | 4            | 5          |  |  |  |
| Quality of presentations  | 1    | 2  | 3    | 4            | (5)        |  |  |  |
| Communication between the coordinator of the project and the other partners | 1    | 2  | 3    | 4            | 5          |  |  |  |
| Engagement of the participants in the activities and discussions            | 1    | 2  | 3    | 4            | 5          |  |  |  |
| Objectives in the agenda regarding the NatRisk project are reached          | 1    | 2  | 3    | 4            | 5          |  |  |  |





| Grading   | Poor | OK | Good | Very | Excel |
|---|------|----|------|------|-------|
|   |      |    |      | Good | lent  |
| Mode of reaching the decisions at the meeting                 | 1    | 2  | 3    | 4    | 5     |
| Opportunities to express your opinion and influence decisions | 1    | 2  | 3    | 4    | 5     |
| Achievement of the meeting and project goals                  | 1    | 2  | 3    | 4    | 5     |
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# TRAINING FOR TEACHING STAFF EVALUATION LIST

## The general organisation of the meeting

| Grading  | Poor | OK | Good | Very<br>Good | Excel lent |
|--|------|----|------|--------------|------------|
| Logistic preparation and organization of meeting     | 1    | 2  | 3    | 4            | 5          |
| Content of the Agenda                                | 1    | 2  | 3    | 4            | 5          |
| Arrangements of the meeting (venue, equipment, etc.) | 1    | 2  | 3    | 4            | 5          |

Comment:

## General working communication

| 0   |      |    |      |      |       |  |
|---|------|----|------|------|-------|--|
| Grading   | Poor | OK | Good | Very | Excel |  |
|   |      |    |      | Good | lent  |  |
| Communication before the meeting  | 1    | 2  | 3    | 4    | 5     |  |
| Duration and timetable of the meeting                                       | 1    | 2  | 3    | 4    | 5     |  |
| Quality of materials provided during the meeting                            | 1    | 2  | 3    | 4    | 5     |  |
| Quality of presentations  | 1    | 2  | 3    | 4    | 5     |  |
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| Engagement of the participants in the activities and discussions            | 1    | 2  | 3    | 4    | 5     |  |
| Objectives in the agenda regarding the NatRisk project are reached          | 1    | 2  | 3    | 4    | 5     |  |





| Grading   | Poor | OK | Good | Very<br>Good | Excel lent |
|---|------|----|------|--------------|------------|
| Mode of reaching the decisions at the meeting                 | 1    | 2  | 3    | 4            | 5          |
| Opportunities to express your opinion and influence decisions | 1    | 2  | 3    | 4            | 5          |
| Achievement of the meeting and project goals                  | 1    | 2  | 3    | 4            | 5          |
| Discussion of tasks for the upcoming activities and meetings  | 1    | 2  | 3    | 4            | 5          |
| Assignment of follow-up tasks                                 | 1    | 2  | 3    | 4            | 5          |

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Date: 24-25 May 2017

# TRAINING FOR TEACHING STAFF EVALUATION LIST

### The general organisation of the meeting

| Grading  | Poor | OK | Good | Very<br>Good | Excel lent |
|--|------|----|------|--------------|------------|
| Logistic preparation and organization of meeting     | 1    | 2  | 3    | 4            | 5          |
| Content of the Agenda                                | 1    | 2  | 3    | 4            | 5          |
| Arrangements of the meeting (venue, equipment, etc.) | 1    | 2  | 3    | 4            | 5          |

Comment:

## General working communication

| General working communication   |      |    |      |          |       |  |
|---|------|----|------|----------|-------|--|
| Grading   | Poor | OK | Good | Very     | Excel |  |
|   |      |    |      | Good     | lent  |  |
| Communication before the meeting  | 1    | 2  | 3    | <b>4</b> | 5     |  |
| Duration and timetable of the meeting                                       | 1    | 2  | 3    | 4        | 5     |  |
| Quality of materials provided during the meeting                            | 1    | 2  | 3    | 4        | 5     |  |
| Quality of presentations  | 1    | 2  | 3    | 4        | (5)   |  |
| Communication between the coordinator of the project and the other partners | 1    | 2  | 3    | 4        | (5)   |  |
| Engagement of the participants in the activities and discussions            | 1    | 2  | 3    | 4        | (5)   |  |
| Objectives in the agenda regarding the NatRisk project are reached          | 1    | 2  | 3    | 4        | 5     |  |





| Grading   | Poor | OK | Good | Very<br>Good | Excel<br>lent |
|---|------|----|------|--------------|---------------|
| Mode of reaching the decisions at the meeting                 | 1    | 2  | 3    | 4            | 5             |
| Opportunities to express your opinion and influence decisions | 1    | 2  | 3    | 4            | (5)           |
| Achievement of the meeting and project goals                  | 1    | 2  | 3    | 4            | 5             |
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Date: 24-25 May 2017

# TRAINING FOR TEACHING STAFF EVALUATION LIST

## The general organisation of the meeting

| Grading  | Poor | OK | Good | Very<br>Good | Excel lent |
|--|------|----|------|--------------|------------|
| Logistic preparation and organization of meeting     | 1    | 2  | 3    | 4            | (5)        |
| Content of the Agenda                                | 1    | 2  | 3    | 4            | (5)        |
| Arrangements of the meeting (venue, equipment, etc.) | 1    | 2  | 3    | 4            | (5)        |

Comment:

## General working communication

| Grading   | Poor | OK | Good | Very | Excel |
|---|------|----|------|------|-------|
|   |      |    |      | Good | lent  |
| Communication before the meeting  | 1    | 2  | 3    | 4    | (5)   |
| Duration and timetable of the meeting                                       | 1    | 2  | 3    | 4    | 5     |
| Quality of materials provided during the meeting                            | 1    | 2  | 3    | 4    | (5)   |
| Quality of presentations  | 1    | 2  | 3    | 4    | (5)   |
| Communication between the coordinator of the project and the other partners | 1    | 2  | 3    | 4    | (5)   |
| Engagement of the participants in the activities and discussions            | 1    | 2  | 3    | 4    | (5)   |
| Objectives in the agenda regarding the NatRisk project are reached          | 1    | 2  | 3    | 4    | 5     |





| Grading   | Poor | OK   | Good | Very | Excel |
|---|------|------|------|------|-------|
|   |      | 4.00 |      | Good | lent  |
| Mode of reaching the decisions at the meeting                 | 1    | 2    | 3    | 4    | (5)   |
| Opportunities to express your opinion and influence decisions | 1    | 2    | 3    | 4    | 5     |
| Achievement of the meeting and project goals                  | 1    | 2    | 3    | 4    | (5)   |
| Discussion of tasks for the upcoming activities and meetings  | 1    | 2    | 3    | 4    | (5    |
| Assignment of follow-up tasks                                 | 1    | 2    | 3    | 4    | 5     |

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## The general organisation of the meeting

| Grading  | Poor | OK | Good | Very | Excel |
|--|------|----|------|------|-------|
|  |      |    |      | Good | lent  |
| Logistic preparation and organization of meeting     | 1    | 2  | 3    | 4    | 5     |
| Content of the Agenda                                | 1    | 2  | 3    | 4    | 5     |
| Arrangements of the meeting (venue, equipment, etc.) | 1    | 2  | 3    | 4    | 5     |

Comment:

## General working communication

| Grading   | Poor | OK | Good | Very | Excel |
|---|------|----|------|------|-------|
|   |      |    |      | Good | lent  |
| Communication before the meeting  | 1    | 2  | 3    | 4    | 5     |
| Duration and timetable of the meeting                                       | 1    | 2  | 3    | 4    | 5     |
| Quality of materials provided during the meeting                            | 1    | 2  | 3    | 4    | 5     |
| Quality of presentations  | 1    | 2  | 3    | 4    | 5     |
| Communication between the coordinator of the project and the other partners | 1    | 2  | 3    | 4    | 5     |
| Engagement of the participants in the activities and discussions            | 1    | 2  | 3    | 4    | 5     |
| Objectives in the agenda regarding the NatRisk project are reached          | 1    | 2  | 3    | 4    | 5     |





| Grading   | Poor | OK | Good | Very<br>Good | Excel lent |
|---|------|----|------|--------------|------------|
| Mode of reaching the decisions at the meeting                 | 1    | 2  | 3    | 4            | 5          |
| Opportunities to express your opinion and influence decisions | 1    | 2  | 3    | 4            | 5          |
| Achievement of the meeting and project goals                  | 1    | 2  | 3    | 4            | 5          |
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# TRAINING FOR TEACHING STAFF EVALUATION LIST

### The general organisation of the meeting

| Grading  | Poor | OK | Good | Very<br>Good | Excel<br>lent |
|--|------|----|------|--------------|---------------|
| Logistic preparation and organization of meeting     | 1    | 2  | 3    | 4            | 5             |
| Content of the Agenda                                | 1    | 2  | 3    | 4            | 5             |
| Arrangements of the meeting (venue, equipment, etc.) | 1    | 2  | 3    | 4            | (5)           |

Comment:

## General working communication

| Grading   | Poor | OK | Good | Very | Excel |
|---|------|----|------|------|-------|
|   |      |    |      | Good | lent  |
| Communication before the meeting  | 1    | 2  | 3    | 4    | 15)   |
| Duration and timetable of the meeting                                       | 1    | 2  | 3    | 4    | 5     |
| Quality of materials provided during the meeting                            | 1    | 2  | 3    | 4    | 5     |
| Quality of presentations  | 1    | 2  | 3    | 4    | 5)    |
| Communication between the coordinator of the project and the other partners | 1    | 2  | 3    | 4    | 5)    |
| Engagement of the participants in the activities and discussions            | 1    | 2  | 3    | 4    | (5)   |
| Objectives in the agenda regarding the NatRisk project are reached          | 1    | 2  | 3    | 4    | (5)   |





| Grading   | Poor | OK | Good | Very<br>Good | Excel lent |
|---|------|----|------|--------------|------------|
| Mode of reaching the decisions at the meeting                 | 1    | 2  | 3    | 4            | (5)        |
| Opportunities to express your opinion and influence decisions | 1    | 2  | 3    | 4            | (5)        |
| Achievement of the meeting and project goals                  | 1    | 2  | 3    | 4            | (5)        |
| Discussion of tasks for the upcoming activities and meetings  | 1    | 2  | 3    | 4            | (5)        |
| Assignment of follow-up tasks                                 | 1    | 2  | 3    | 4            | (5)        |

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## The general organisation of the meeting

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|--|------|----|------|--------------|---------------|
| Logistic preparation and organization of meeting     | 1    | 2  | 3    | 4            | 5             |
| Content of the Agenda                                | 1    | 2  | 3    | 4            | 5             |
| Arrangements of the meeting (venue, equipment, etc.) | 1    | 2  | 3    | 4            | 5             |

Comment:

## General working communication

| 8   |      |    |      |      |       |  |  |  |
|---|------|----|------|------|-------|--|--|--|
| Grading   | Poor | OK | Good | Very | Excel |  |  |  |
|   |      |    |      | Good | lent  |  |  |  |
| Communication before the meeting  | 1    | 2  | 3    | 4    | 5     |  |  |  |
| Duration and timetable of the meeting                                       | 1    | 2  | 3    | 4    | 5     |  |  |  |
| Quality of materials provided during the meeting                            | 1    | 2  | 3    | 4    | 5     |  |  |  |
| Quality of presentations  | 1    | 2  | 3    | 4    | 5     |  |  |  |
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| Engagement of the participants in the activities and discussions            | 1    | 2  | 3    | 4    | 5     |  |  |  |
| Objectives in the agenda regarding the NatRisk project are reached          | 1    | 2  | 3    | 4    | 5     |  |  |  |





| Grading   | Poor | OK | Good | Very<br>Good | Excel lent |
|---|------|----|------|--------------|------------|
| Mode of reaching the decisions at the meeting                 | 1    | 2  | 3    | 4            | 5          |
| Opportunities to express your opinion and influence decisions | 1    | 2  | 3    | 4            | 5          |
| Achievement of the meeting and project goals                  | 1    | 2  | 3    | 4            | 5          |
| Discussion of tasks for the upcoming activities and meetings  | 1    | 2  | 3    | 4)           | 5          |
| Assignment of follow-up tasks                                 | 1    | 2  | 3    | 4            | 5          |

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## The general organisation of the meeting

| Grading  | Poor | OK | Good | Very<br>Good | Excel lent |
|--|------|----|------|--------------|------------|
| Logistic preparation and organization of meeting     | 1    | 2  | 3    | 4            | 5          |
| Content of the Agenda                                | 1    | 2  | 3    | 4            | (5)        |
| Arrangements of the meeting (venue, equipment, etc.) | 1    | 2  | 3    | 4            | (5)        |

Comment:

### General working communication

| · ·   |      |    |      |      |       |  |
|---|------|----|------|------|-------|--|
| Grading   | Poor | OK | Good | Very | Excel |  |
|   |      |    |      | Good | lent  |  |
| Communication before the meeting  | 1    | 2  | 3    | 4    | 5     |  |
| Duration and timetable of the meeting                                       | 1    | 2  | 3    | 4    | (5)   |  |
| Quality of materials provided during the meeting                            | 1    | 2  | 3    | 4    | (5)   |  |
| Quality of presentations  | 1    | 2  | 3    | 4    | (5)   |  |
| Communication between the coordinator of the project and the other partners | 1    | 2  | 3    | 4    | 5     |  |
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| Objectives in the agenda regarding the NatRisk project are reached          | 1    | 2  | 3    | 4    | (5)   |  |





| Grading   | Poor | OK     | Good | Very | Excel |
|---|------|--------|------|------|-------|
|   |      | CA COS |      | Good | lent  |
| Mode of reaching the decisions at the meeting                 | 1    | 2      | 3    | 4    | (5)   |
| Opportunities to express your opinion and influence decisions | 1    | 2      | 3    | 4    | 5     |
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| Assignment of follow-up tasks                                 | 1    | 2      | 3    | 4    | 5     |

Comment:

Thank you for taking the time to complete this questionnaire. Your comments are important to us and provide us with valuable feedback on the quality of the meeting, which will be taken into account when organising future events.

Project number: 573806-EPP-1-2016-1-RS-EPPKA2-CBHE-JP





Date: 24-25 May 2017

## TRAINING FOR TEACHING STAFF EVALUATION LIST

## The general organisation of the meeting

| Grading  | Poor | OK | Good | Very<br>Good | Excel lent |
|--|------|----|------|--------------|------------|
| Logistic preparation and organization of meeting     | 1    | 2  | 3    | 4            | 5          |
| Content of the Agenda                                | 1    | 2  | 3    | 4            | (5)        |
| Arrangements of the meeting (venue, equipment, etc.) | 1    | 2  | 3    | 4            | (5)        |

Comment:

## General working communication

| 8   |      |    |      |      |       |  |
|---|------|----|------|------|-------|--|
| Grading   | Poor | OK | Good | Very | Excel |  |
|   |      |    |      | Good | lent  |  |
| Communication before the meeting  | 1    | 2  | 3    | 4    | (5)   |  |
| Duration and timetable of the meeting                                       | 1    | 2  | 3    | 4    | (5)   |  |
| Quality of materials provided during the meeting                            | 1    | 2  | 3    | 4    | 5     |  |
| Quality of presentations  | 1    | 2  | 3    | 4    | 5     |  |
| Communication between the coordinator of the project and the other partners | 1    | 2  | 3    | 4    | 5     |  |
| Engagement of the participants in the activities and discussions            | 1    | 2  | 3    | 4    | (5)   |  |
| Objectives in the agenda regarding the NatRisk project are reached          | 1    | 2  | 3    | 4    | 5)    |  |





| Grading   | Poor | OK | Good | Very | Excel |
|---|------|----|------|------|-------|
|   |      |    |      | Good | lent  |
| Mode of reaching the decisions at the meeting                 | 1    | 2  | 3    | 4    | 5     |
| Opportunities to express your opinion and influence decisions | 1    | 2  | 3    | 4    | (5)   |
| Achievement of the meeting and project goals                  | 1    | 2  | 3    | 4    | 5     |
| Discussion of tasks for the upcoming activities and meetings  | 1    | 2  | 3    | 4    | (5)   |
| Assignment of follow-up tasks                                 | 1    | 2  | 3    | 4    | 5     |

Comment:

Thank you for taking the time to complete this questionnaire. Your comments are important to us and provide us with valuable feedback on the quality of the meeting, which will be taken into account when organising future events.

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