

Venue: Vienna, Austria

Date: 07 April 2017

## FIRST QUALITY ASSURANCE COMMITTEE MEETING EVALUATION LIST

### The general organisation of the meeting

Grading	Poor	OK	Good	Very Good	Excellent
Logistic preparation and organization of meeting	1	2	3	4	<del>5</del>
Content of the Agenda	1	2	3	4	<del>5</del>
Arrangements of the meeting (venue, equipment, etc.)	1	2	3	4	<del>5</del>

Comment:

### General working communication

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

Comment:

### Overall success of the meeting

Grading	Poor	OK	Good	Very Good	Excellent
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:

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*Needs to be scheduled earlier in the project meeting agenda.*

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