

Venue: Vienna, Austria

Date: 06 April 2017

FIRST PROJECT MANAGEMENT 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	5
Content of the Agenda	1	2	3	4	5
Arrangements of the meeting (venue, equipment, etc.)	1	2	3	4	5

Comment:

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May have been good to have a side meeting of EU partners for study visit coordination - but ultimately did this informally

↳ Good for invitation of learning and teaching colleague for discussion

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Comment:

General working communication

Grading	Poor	OK	Good	Very Good	Excellent
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

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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Venue: Vienna, Austria

Date: 06 April 2017

FIRST PROJECT MANAGEMENT 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	5
Content of the Agenda	1	2	3	4	5
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Comment:

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