



Education and Culture DG

# Lifelong Learning Programme



## PMeXtra

### Project management for SMEs/NGOs - exchange of experience for trainers

#### Evaluation form for the project meetings

Institution/ Organization: .....

Name: .....

Area of expertise: .....

Subjects of interest: .....

Please tick one box in each of the rows below under the expression that best matches your opinion regarding the organization process and contents of this project meeting.

	Strongly agree	Agree	Neutral	Disagree	Strongly Disagree
The communication strategy used by the project partners is good so far	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The information regarding accommodation and meeting location were very clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The agenda of the meeting was well organized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All items from the agenda were addressed in the times allotted for them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The support material and the handouts I got during the meeting were useful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am up to date with the actual stage of the project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The discussions during this meeting covered my area of interest and needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I got the answers needed to continue my activity on this project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The objectives of this meeting were achieved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As a result of this meeting, I have more ideas for improving project's final results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have any observations or suggestions for the next project meetings, please write them below

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Thank you very much!

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