

Beck Kick-off meeting feedback summary and analysis (draft)

Table 1: Evaluation summary table.

Evaluation Indicator	Average Evaluation
<i>Evaluation scale: 1(Strongly Disagree) – 2 (Disagree) – 3 (Neutral) – 4 (Agree) – 5 (Strongly Agree)</i>	
I was notified of the meeting sufficiently in advance.	5.0
The meeting purpose and objectives were clear.	4.6
The meeting agenda was appropriate and clear.	4.9
The meeting time and place were convenient.	4.9
The meeting format (face-to-face / on-line) was suitable.	4.9
The meeting started and ended on time.	4.9
I was satisfied with the way decisions were made.	4.9
The meeting was well-attended.	4.8
All meeting participants were actively involved.	4.6
We used our meeting time effectively.	4.8
I was satisfied with the assignment of follow-up tasks.	4.8
The meeting atmosphere was friendly and constructive.	4.8

Received comments:

What aspects of this meeting were particularly good?	What aspects of this meeting could have been better?
<ul style="list-style-type: none"> • Cooperation among different teams. • Collaboration among the participants • All meeting participants were involved • The interconnections between countries and universities were established 	More interactive sessions
<ul style="list-style-type: none"> • Overall organization • Perfect organization • Good organization • Well organized 	Everything was on very high level
Timing	<ul style="list-style-type: none"> • To provide more recommendations on presentation preparation to ensure equal form and timing • Presentation on reports for capacity building was very long and the report structure
<ul style="list-style-type: none"> • Clarity of tasks • Work plan and tasks are clear and understandable • Everything was very clear • All the information about the BECK project was announced in the best way 	<ul style="list-style-type: none"> • Materials of each day to be shared every evening • Everything is very informative • In my opinion the meeting was very good
Discussed most needful questions	
Introduction to work plan.	Online participation
Team building and social activity	Some activities for team building More team work could be used in the future
Venue Friendly atmosphere	

Do you have any suggestions or additional comments about this meeting?

Received comments:

-

(Analysis charts on next page)

Figure 1: Average evaluations of criteria

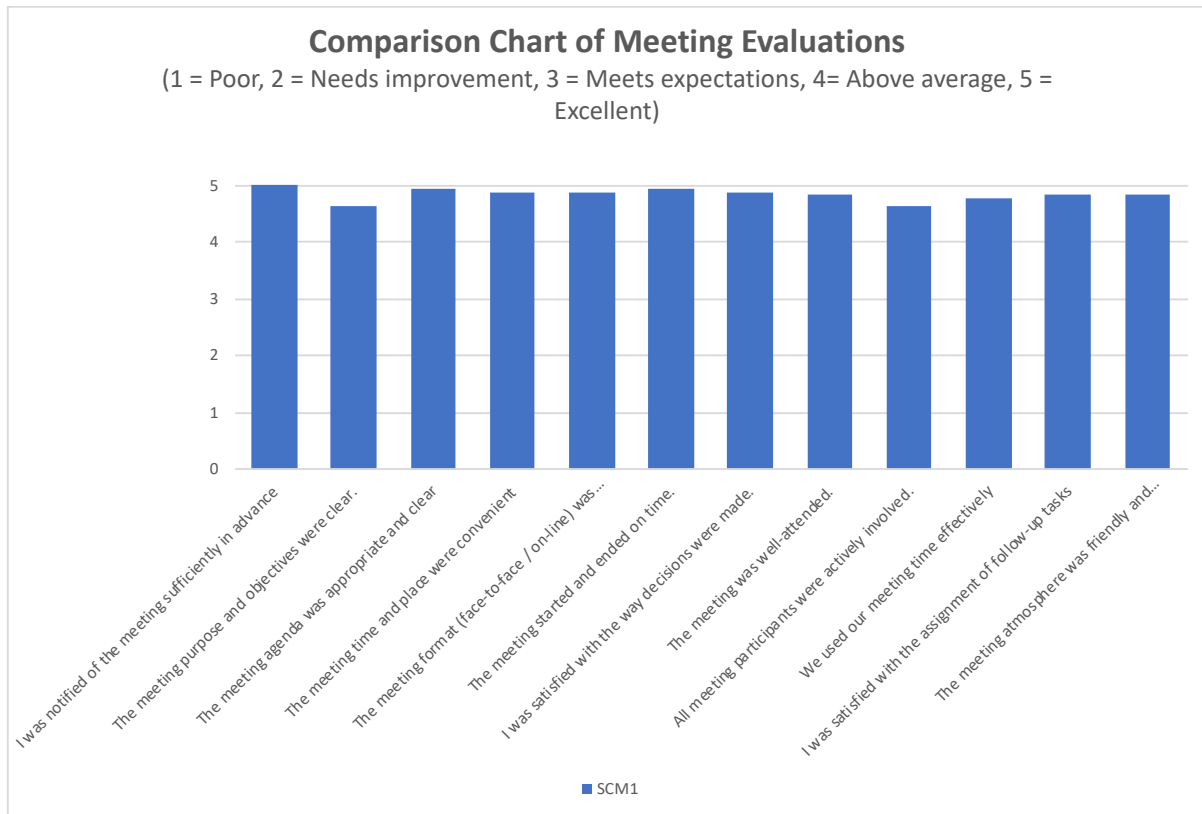


Figure 2: Ranked criteria - to identify areas for improvement (in red)

