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Flipping First Project

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Evaluation report

Second Meeting
Rzeszów - Poland

Date: July 10, 2017

Version: 1

In this evaluation report all questions will be evaluated through a concise analysis supported with several diagrams. All 13 questions are answered by 8 participants of the meeting. In this report all questions will be evaluated separately (so N=8 at all questions). At the end of this evaluation report a general analysis of the findings concerning this Kick off Meeting will be given at question 10.

Document Info

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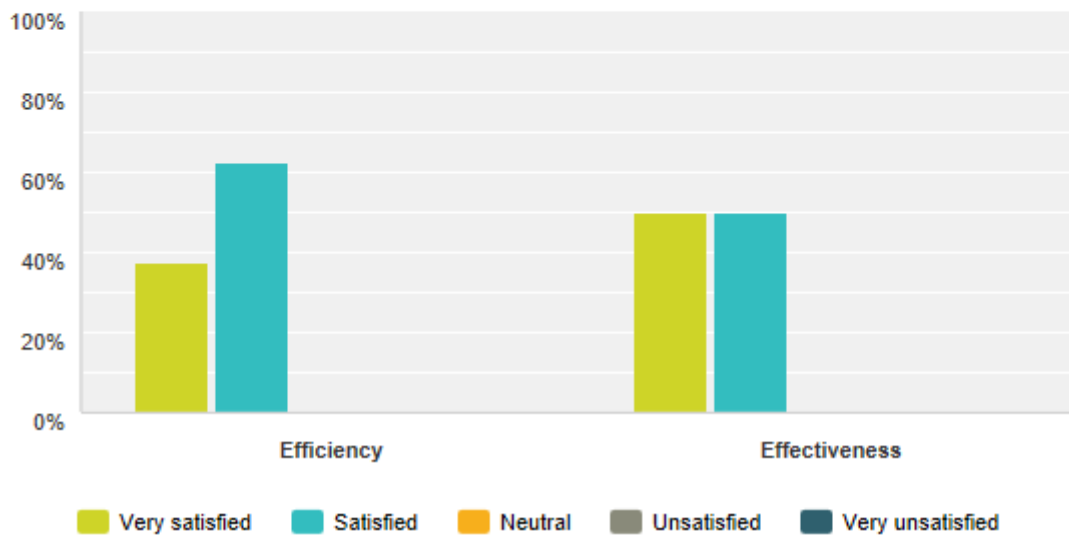
Distribution List

Organisation	Person
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	<p>INNEO Studio Twórczego Rozwoju</p> <p>Michał Ceglinski</p>
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	<p>Arteveldehogeschool</p> <p>Lut de Jaegher</p>
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Question 1 – Efficiency and Effectiveness

The Second meeting of the FLIPPING FIRST project was held in Rzeszow on the 8th and 9th of June 2017. Please indicate your opinion concerning the efficiency (meeting process) and the effectiveness (meeting outcome) of the meeting.

Answered: 8 Skipped: 0



Remarks / Explanations

The meeting has been fruitful, partners were informed in detail about further project progress.

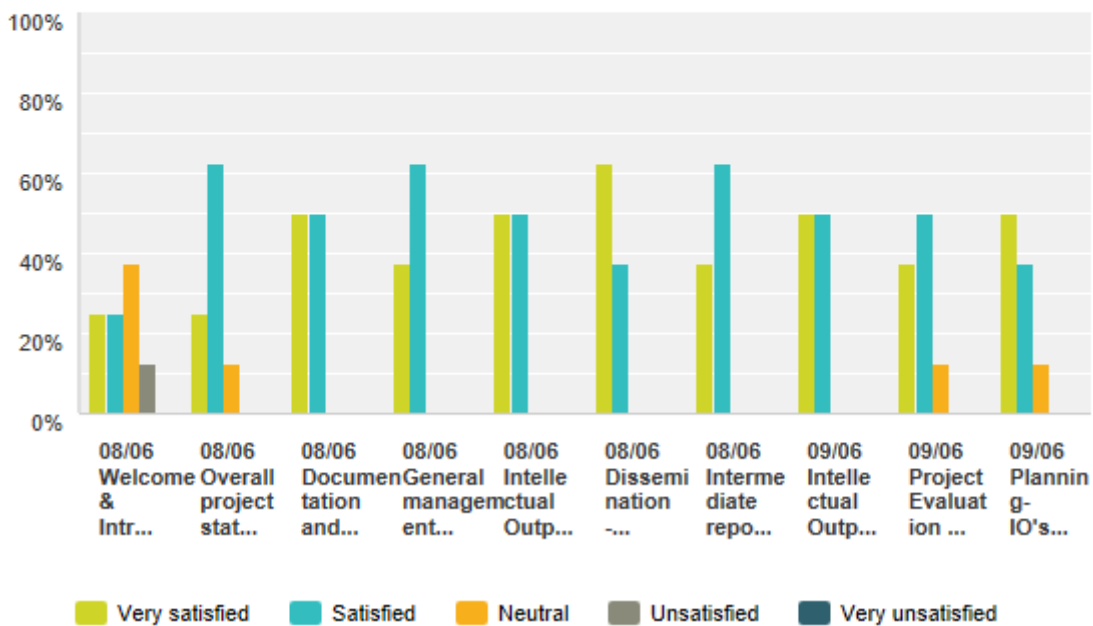
It was challenging at times to keep up with the movement from one file to another during discussions.

Regarding to the diagram the effectiveness of the meeting and efficiency of the meeting were both (very) sufficient. The participants were more satisfied about the effectiveness of the meeting then the efficiency off the meeting. One remark that has been made is very positive about the meeting and the information over the progress of the project. The other remark indicates that is was challenging to keep up with the movement between documents during the meeting.

Question 2 – Project activities

Are you satisfied with the way the project activities took place on the Second meeting in June 2017? Was this in a clear and open way within the partnership and between project partners?

Answered: 8 Skipped: 0



Remarks / Explanations
-

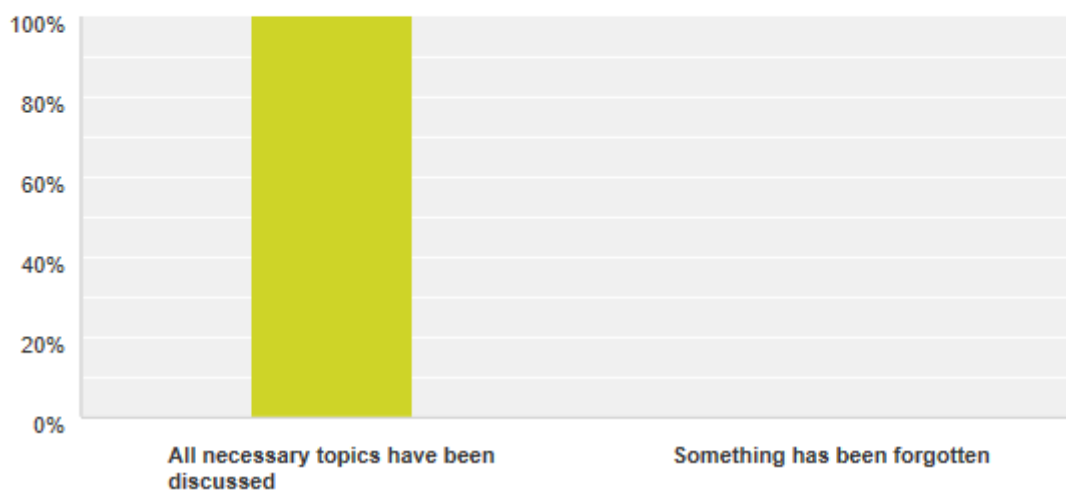
In general the outcomes of this question is positive. Only one factor is reviewed with unsatisfied, the other factors have been reviewed with 'neutral', 'satisfied' and 'very satisfied'. The elements, 'Documentation and resources', 'General management tasks', 'Intellectual outputs', 'Dissemination' and the 'Intermediate report' have been positively rated.

At the elements 'Overall project status', 'Project evaluation' and 'planning' there has been answered 'neutral'. One participant was unsatisfied with the factor 'Welcome' but did not specify why in the remarks. There were no remarks made.

Question 3 – Topics coverage

Have all necessary topics been discussed in the meeting in Rzeszow or has anything been forgotten?

Answered: 8 Skipped: 0



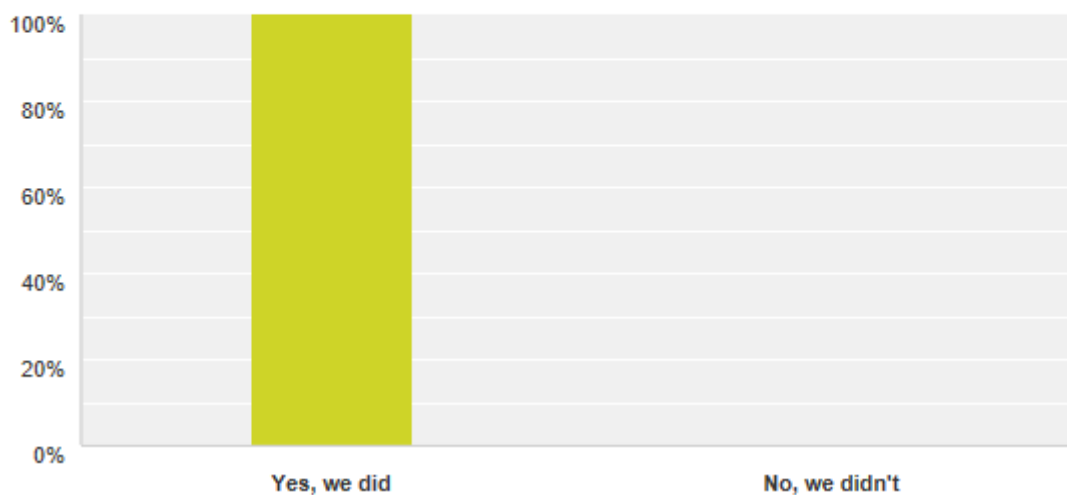
Remarks / Explanations
-

Concerning the necessary topics discussed, it seems that everything was discussed with each other and nothing has been forgotten. No remarks have been made.

Question 4 – Leave training

Did you (and your organisation), at the end of this Second meeting, leave with a clear role and clear tasks?

Answered: 8 Skipped: 0



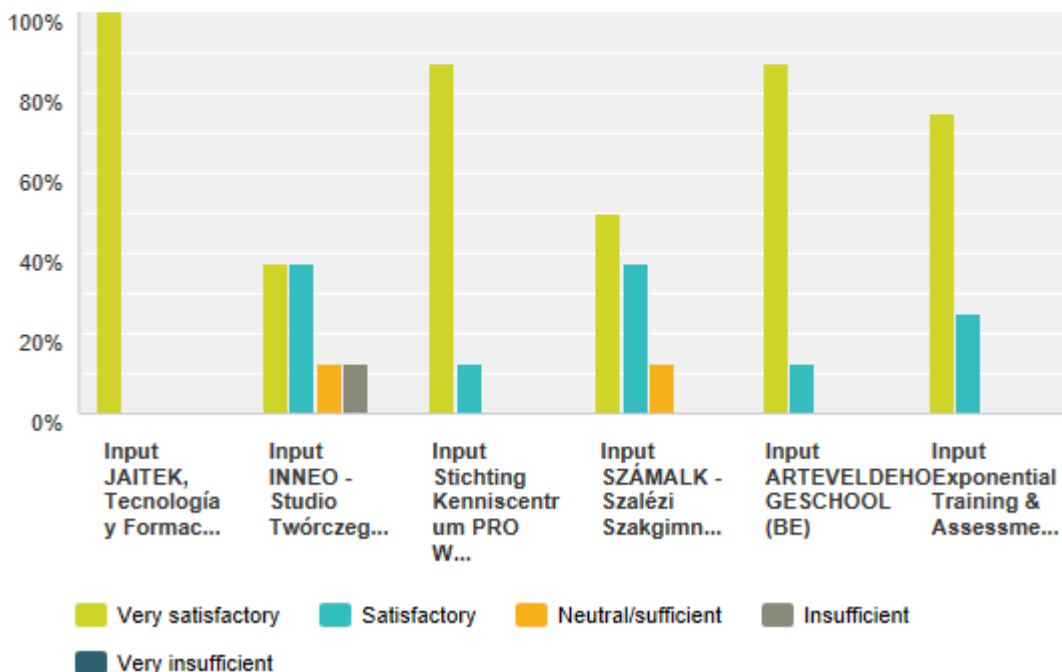
Remarks / Explanations
-

All the participants left with a clear role and clear tasks. No remarks have been made.

Question 5 – Active participation

Since there have been two meetings currently, how do you evaluate the active participation of all partners in the project so far?

Answered: 8 Skipped: 0



Remarks / Explanations

-

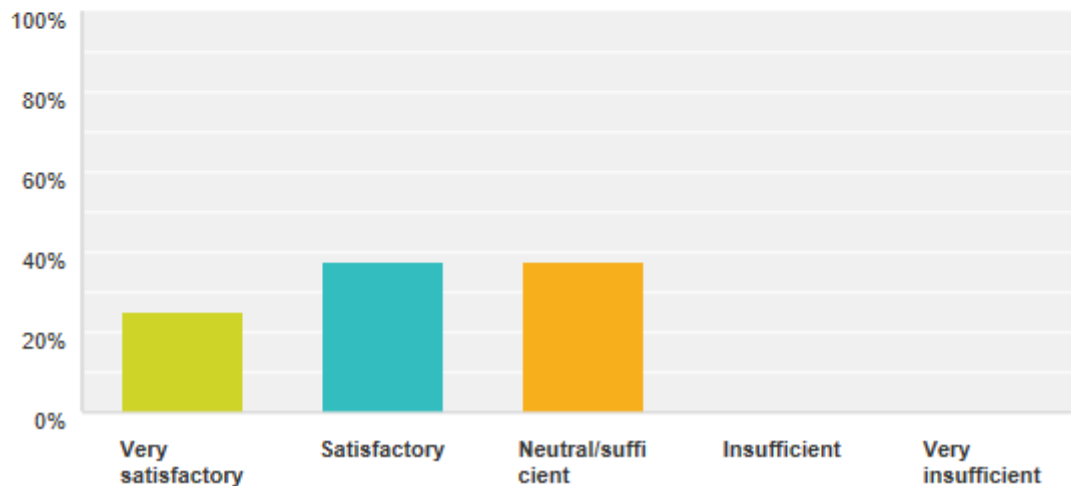
The active participation has been reviewed positively in general; the participants rated the active participation with 'neutral/sufficient', 'satisfactory' and 'very satisfactory'. The inputs from Stichting Kenniscentrum PRO WORK (NL), ARTEVELDEHOEGESCHOOL (BE) and Exponential Training & Assessment Limited (UK) have been reviewed with 'very satisfactory' and 'satisfactory' by four participants .

The input from JAITEK, Tecnología y Formación (ES) is rated with 'very satisfactory' by all participants. The input from SZÁMALK - Szalézi Szakgimnázium (HU) has been reviewed with more 'neutral/sufficient', 'satisfactory' and 'very satisfactory'. The input from INNEO - Studio Twórczego Rozwoju (PL) has been reviewed least well with one 'insufficient', but since there has been no remarks made there is no further explanation.

Question 6 – Hosting organisation

What is your opinion about the hosting organisation of this meeting in Poland, INNEO? Was this meeting well organised (f.e. meeting location, accessibility, welcome, signage, facility services (lunch, dinner, coffee/tea, hotel accommodation etc.) schedule and coordination of the meeting (agenda meeting))?

Answered: 8 Skipped: 0



Remarks / Explanations

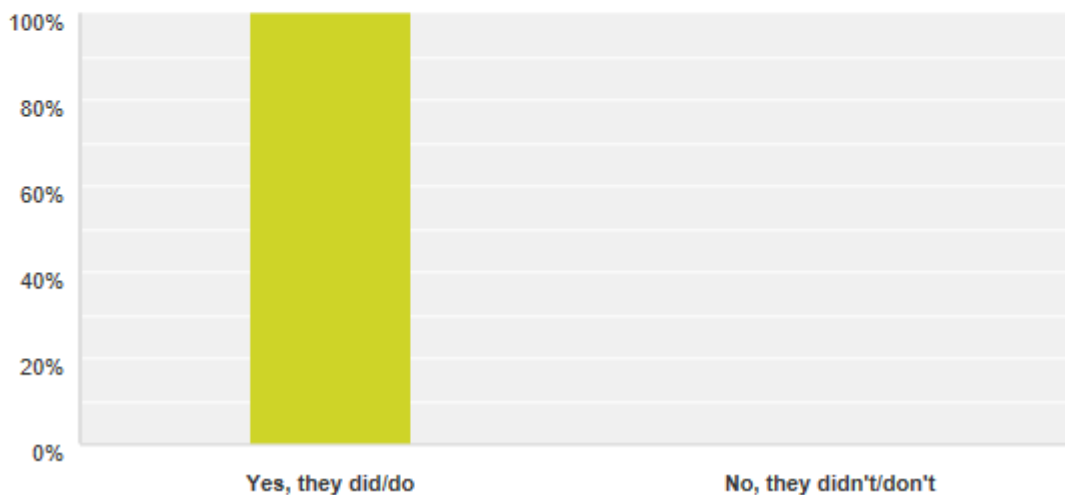
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It seems that the majority of the participants are very satisfied about the hosting organisation. The other three participants thought the hosting organisation was sufficient. There were no remarks made.

Question 7 – Promises

Did all partners keep the made promises so far and fulfill their tasks as planned and agreed in the start of the project and during this second meeting?

Answered: 8 Skipped: 0



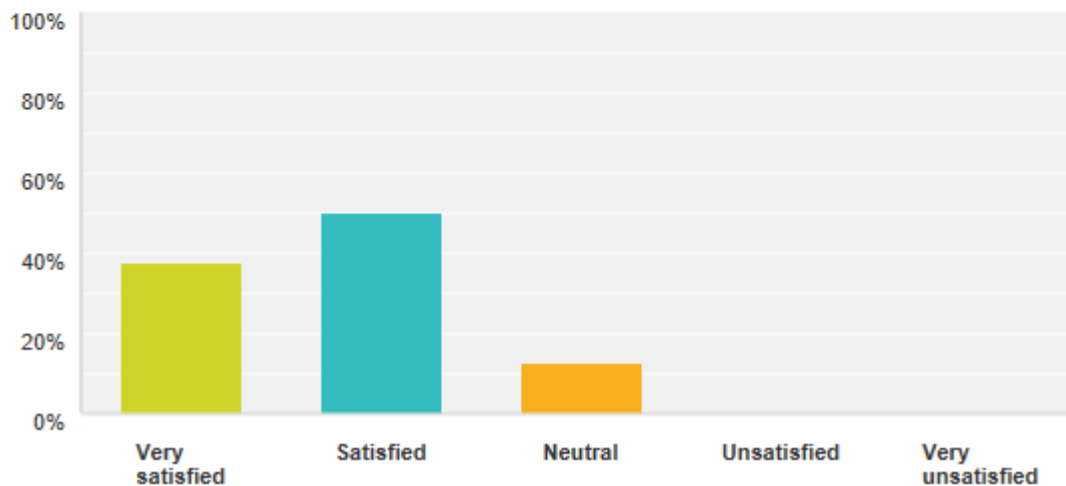
Remarks / Explanations
-

All partners agreed on the statement that every partner has fulfilled their tasks before and during the meeting. Again no remarks have been made.

Question 8 – Quality of development

What is your opinion about the quality of the development of teamwork and partner cooperation in the project so-far (both during the start-up phase and the first two meetings)? I'm...

Answered: 8 Skipped: 0



Remarks / Explanations

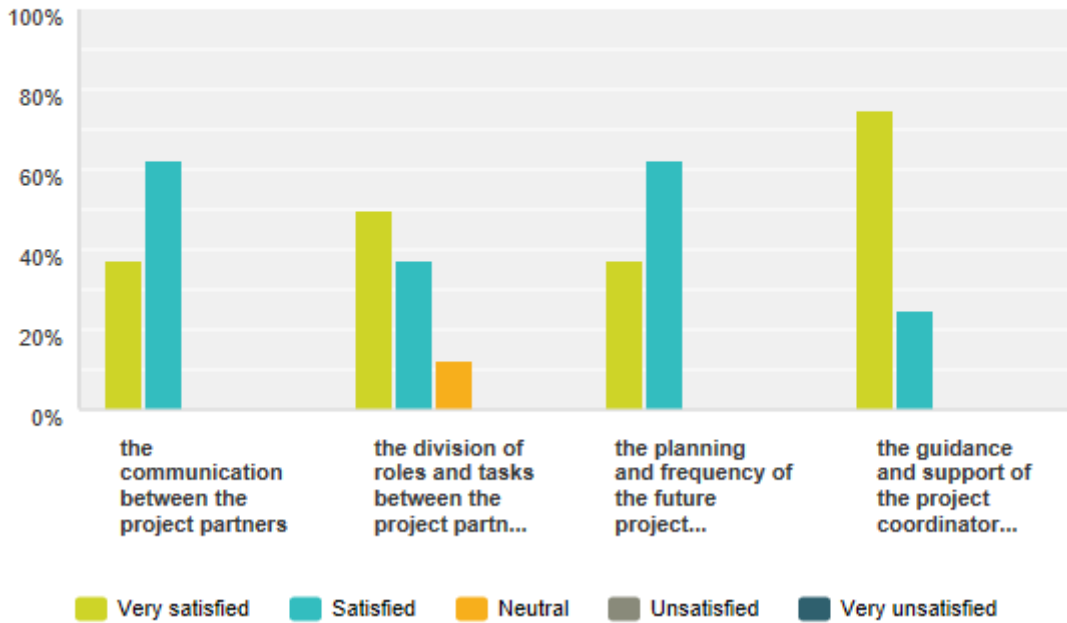
Good be better, more involvement and interest.

The majority of the participants of this survey reviewed the quality of the development with 'satisfied' or even 'very satisfied'. One participant reviewed the quality of the development with 'neutral'. The remark that has been made states, that the quality of development of the teamwork and cooperation is progressing and there is more involvement and interest than before.

Question 9 – Statements satisfaction

Please answer the following statements. I'm satisfied with...

Answered: 8 Skipped: 0



Remarks / Explanations

-

In general the outcome of this question is positive. Only 'the division of roles and tasks between the project partners so far' is reviewed with one neutral score. The other statements are reviewed with 'satisfied' and 'very satisfied'. No remarks were made to clarify the answers.

Question 10 – General opinion

What is your general opinion about the project progress and process so-far (especially regarding project activities within the work packages, project content, development intellectual outputs, etcetera)? Please describe your opinion in the text box below:

Answered: 8 Skipped: 0

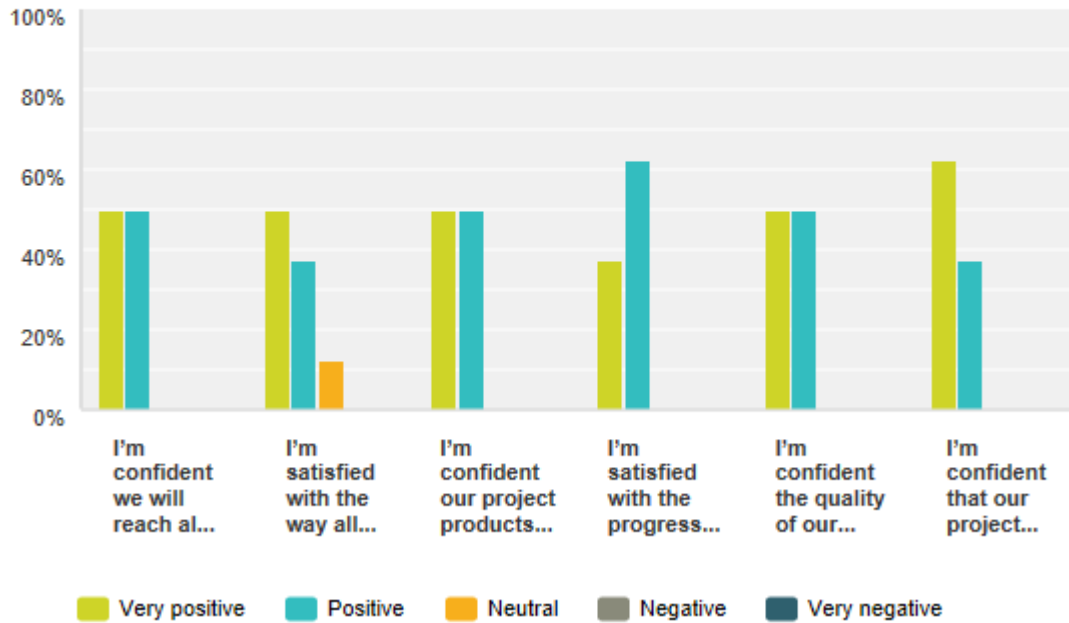
Remarks / Explanations
Things getting more and more clear and products development are in good progress.
The project is progressing and we think that there is no threat for development of results as described in the proposal.
Good.
Would like to have breakdown of the module content for tourism and entrepreneurship to understand how to pitch it to the schools/teachers etc...
I'm sure that the results of the project will be achieved within the project life time.
No special remarks until now. Production of documents and resources is now the focus.
Satisfied.
I am generally satisfied.

All eight participants made a remark, seven of them were very positive about the second meeting of this project. The other remark that has been made is about clarification needed of the module with regards to tourism and entrepreneurship in the project.

Question 11 – Opinions of the process and team

Please give your opinion until now, by grading the following statements:

Answered: 8 Skipped: 0



Remarks / Explanations

We are using the project results already and this will be continued after the project life time.

In general the grading of the six statements is positive. The statement about 'the way all partners are co-operating in this project' has been reviewed by one person with a neutral score. All the other statements have been reviewed with 'positive' and 'very positive'. The remark that has been made, is positive about the team using the project results already and the fact he/she has good faith in the future of using project results.

Question 12 – Suggestions for improvement

Do you have any suggestions to improve the project cooperation (f.e. future meetings, communication, mutual agreements) and/or the project results at the start phase of the FLIPPING FIRST project?

Answered: 8 Skipped: 0

Remarks / Explanations
-

No participant did have a suggestion to improve the project cooperation and/or the project results.

Question 13 – Additional remarks

If you feel anything has been forgotten or in case you have any questions or comments with respect to this questionnaire or the project progress/process/content, please add your remarks here!

Answered: 8 Skipped: 0

Remarks / Explanations
N/A
N/A
Nothing forgotten, everything was fine.
N
N/A
No remarks.
-
No questions.

Regarding to the additional remarks and the rest of the answers, it seems that the Second Meeting was a success, all topics have been discussed, the hosting organisation was reviewed ok and all partners kept their promises before and during this meeting. All the agreements that have been made were clear. Additional information is needed for the module regarding the tourism and entrepreneurship in this project.

The rest from the participants seem to be (very) positive about this meeting and left it with a clear role and clear tasks. Another remark that has been made is about the meeting itself. Someone states that during this meeting it was sometimes challenging to keep up with the movement from one file to another during discussions. This can be kept in mind the next time a meeting takes place; keep more structure and follow the agenda.

The other remarks that have been made were very positive about the meeting and project in general. Although some factors were reviewed with unsatisfied and insufficient this seems not of an essential value on the project now, especially because no clarification was made by any remarks.