

EVALUATION MEETING IN

DATES _____

Objectives:

1. Reflecting on the coordination, the organization, the work sessions and my own work
2. Improving these items for the next meeting

To reach these objectives we need sincere answers. It's up to you signing your name.

To answer this evaluation choose:

- 4 = excellent/ I agree a lot
- 3 = good/ I agree
- 2 = regular/ I don't agree
- 1 = bad/ I don't agree at all

and answer the last questions of each item explaining what you think about it.

<i>Items:</i>	<i>Questions</i>	4	3	2	1
GENERAL COORDINATION (Noia's team)					
What was the worst aspect of the coordination?	General organisation of the project				
How could it be improved?	Efficient presentation of the project				
Additional comments					
HOSTS WORK (Macerata's team)	Globally.....				
Was a quality and right organisation?	* Quality of lodging..... * Meals..... * Adequate schedule program..... * Moving in Macerata.....				
Materials, resources and equipments	* Information given previously to the partners..... * Accuracy and quality of the material given..... * Disponibility of resources and equipments.....				
Socio-cultural activities (European					

Items:	Questions	4	3	2	1
dimension)	*Meaningful visits..... * Time dedicated to socio-cultural activities..... * Timetable done successfully.....				
Additional comments					
What was the worst aspect of the organisation?					
How could it be improved?					
WORK SESSIONS	Globally.....				
About contents	* Accuracy and clear objectives..... * Correct timing..... * Progress of debates..... * Agreements reached.....				
About development	* The sessions were useful..... * The sessions have been quite interesting..... * They have helped me understand my part in the project..... * Language has been a problem for communication.....				

Items:	Questions	4	3	2	1
Additional comments					
What was the worst?					
How could it be improved?					
AUTOEVALUATION	Globally.....				
Participation before the meeting	<ul style="list-style-type: none"> * I´ve participated actively in the preparation of meeting given ideas and suggestions..... * I´ve been regularly in touch via e-mail with the coordinator..... * I´ve been regularly in touch via e-mail with the hosts..... 				
Participation during the meeting	<ul style="list-style-type: none"> * I´ve participated actively..... * My ideas have been taking in to account..... * I had communication problems because of language..... * My expectations have been fulfilled 				

Items:	Questions	4	3	2	1
Additional comments					
What was the worst aspect of my participation?					
How could it be improved?					