



LLP Leonardo da Vinci project

LLP-LdV-PRT-2013-LT-0406

MEETING EVALUATION REPORT

2nd MCST project meeting, Braga

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Date: 08 May 2014



This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

INTRODUCTION

This document contains the Evaluation Report for MCST project meeting that took place in Braga, Portugal, on 6-7 March 2014. The report is based on the analysis of information provided through online evaluation questionnaires that were collected shortly after the meeting. Twenty participants from partner organisations took part in the survey.

All project meetings (starting with the 2nd meeting) will be evaluated using the same questionnaire. Evaluation is anonymous. The aim of the evaluation is to assess and continuously improve the quality of project management. In this document, we present the conclusions of the evaluation exercise, and provide as a reference all the answers of survey participants.

EVALUATION RESULTS

Gender, age, nationality

Participants distributed by gender equally: 10 participants for each gender (table No. 1). Most of them were between 21-29 or 40-49 years old (table No. 2). From Turkey, Romania and Italia participated 4 participants each. Hungarians and Portuguese delegated 3 participants each and from Lithuanian 2 responses were counted (table No. 3).

Expectations

Participants were asked to give their insights what was their main expectation for the project meeting. Most of the participants were hoping to work out project issues and implement activities foreseen in the meeting agenda. Also majority of participants were expecting to come up with common decisions regarding future project activities and roles of each organization (and individuals) in the upcoming tasks, prepare a work plan, to identify working methods. Cultural aspect of the meeting was also mentioned as expected result through experience exchange, introduction of the countries, intercultural communication.

Participant gave their opinion weather their expectations were met during the meeting and to what extent it was met. Participants could choose from 5 options which indicated their satisfactory level (Poor, Fair, Average, Good, Very good). No one evaluated their satisfactory level as poor fair or average. However 65% of participants thought that project meeting met their expectations completely and the rest evaluated the level as good. The results show's that most of the expectations were satisfied on a high level (table No. 4).

Individual components of the meeting

Individual components of the meeting were evaluated well too using the same method to evaluate satisfaction level as question before. 60% thought that the presentations, which were made during the meeting was highly relevant for the project and remaining 40% indicated the presentations as very relevant. Discussions during the meeting were evaluated very good too: 65% - very good, 35% - good.

Working methods and outcomes reached after the meeting received highest valuation from 50% of responded. The rest 50% valued it slightly worse.

Cooperation between the partners and treatment of difficulties valued the same as other individual components of the meeting (majority answers were very good or good). However these items received one average valuation each as well.

15% of the participants thought that contribution level of each partners was average. But overall contribution level was evaluated well too (table No. 5). Although 15% is low number, having in mind that it is the only item which received 3 average responses, all partners have to contribute to the project activities more actively.

Organizational aspects

Respondents delivered their opinion regarding organizational aspect of the meeting. Majority of participants gave highest valuation possible for all 3 organizational aspects: meeting agenda, venue, timing, accommodation, transportation etc (table No. 6).

Conclusion

Overall the participants evaluated project meeting as very good (60%-70%) or good (30%-40%). It is possible to make a conclusion that meeting in Braga satisfied participant's expectations, it was organized very well and meeting objectives were achieved.

However some of the partners had few remarks, how future meetings could be improved:

- To delegate more time for cultural experience and introduction to good practice examples, less time for working in the office on irrelevant questions;
- To improve problem solving and time management. Some of the issues wasn't relevant or worked out using too many time reserves. The meeting last too long and some time was wasted.

TABLES

Table No. 1

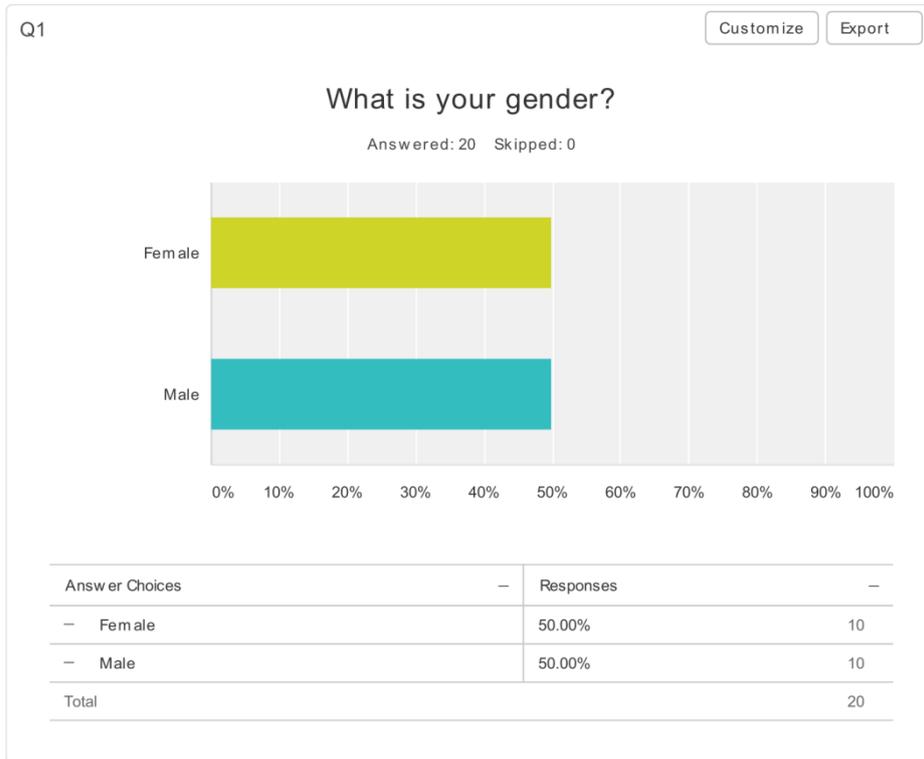


Table No. 2

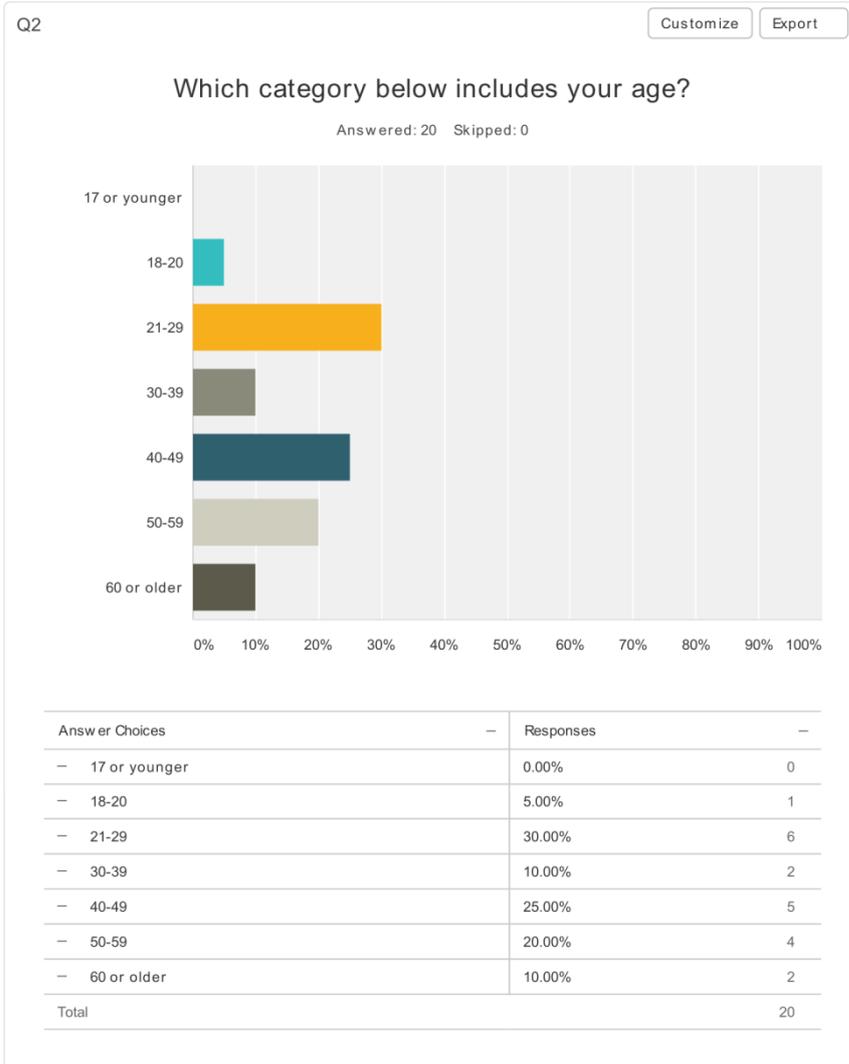


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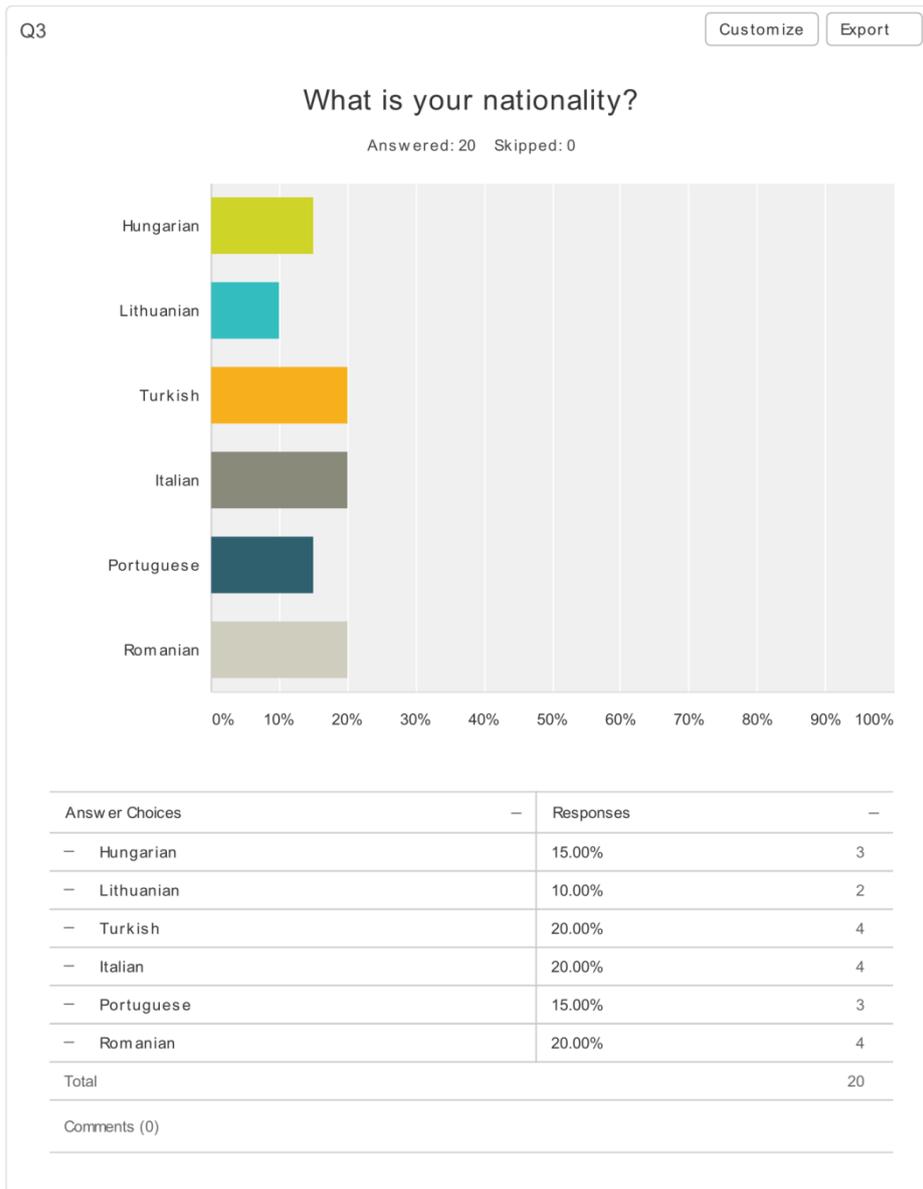


Table No. 4

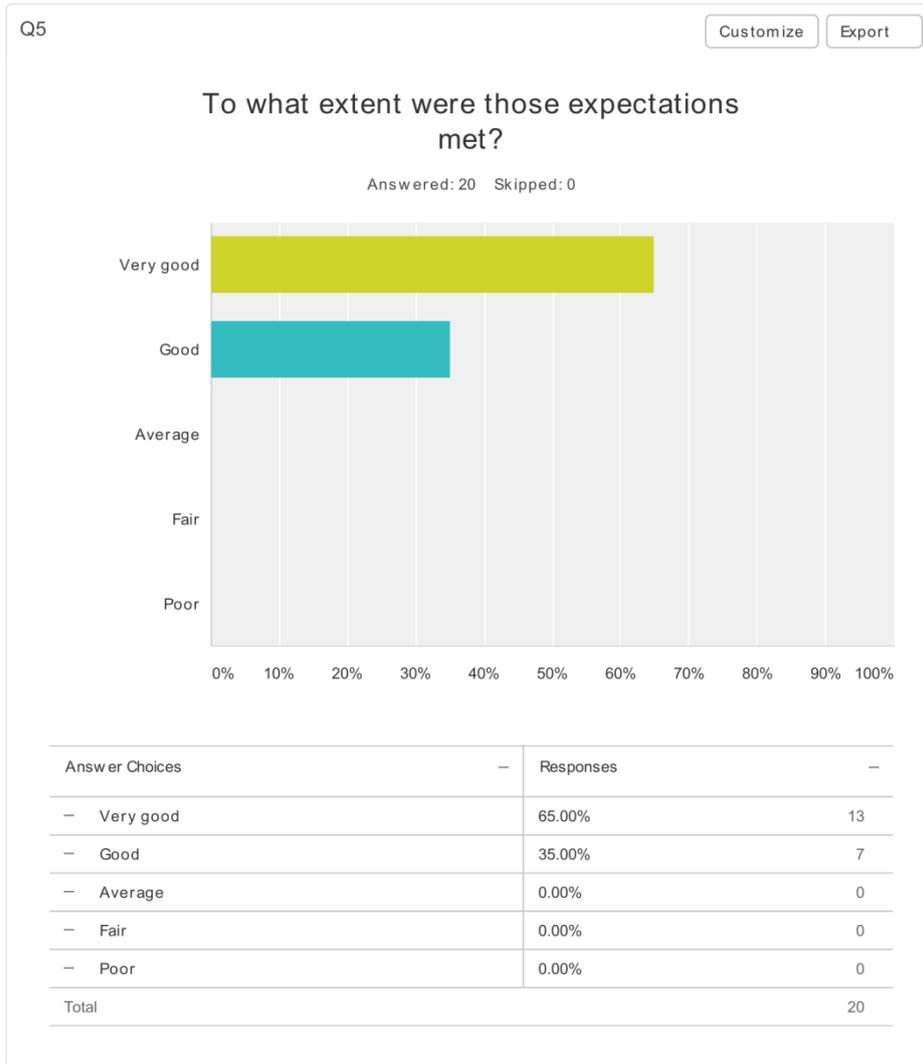


Table No. 5

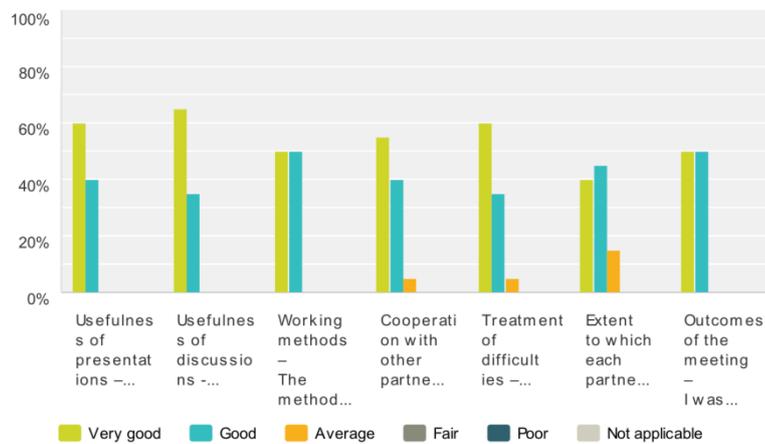
Q6

Customize

Export

Please assess the individual components of the meeting:

Answered: 20 Skipped: 0



	Very good	Good	Average	Fair	Poor	Not applicable	Total
Usefulness of presentations – Presentations were relevant for the project	60.00% 12	40.00% 8	0.00% 0	0.00% 0	0.00% 0	0.00% 0	20
Usefulness of discussions - discussions were relevant for the project	65.00% 13	35.00% 7	0.00% 0	0.00% 0	0.00% 0	0.00% 0	20
Working methods – The methods of working were suitable for the topics and the group	50.00% 10	50.00% 10	0.00% 0	0.00% 0	0.00% 0	0.00% 0	20
Cooperation with other partners – I enjoyed the cooperation with the other partners	55.00% 11	40.00% 8	5.00% 1	0.00% 0	0.00% 0	0.00% 0	20
Treatment of difficulties – Difficulties were treated constructively/readily	60.00% 12	35.00% 7	5.00% 1	0.00% 0	0.00% 0	0.00% 0	20
Extent to which each partner contributed to the meeting	40.00% 8	45.00% 9	15.00% 3	0.00% 0	0.00% 0	0.00% 0	20
Outcomes of the meeting – I was satisfied with the outcomes of the meeting	50.00% 10	50.00% 10	0.00% 0	0.00% 0	0.00% 0	0.00% 0	20

Table No. 6

