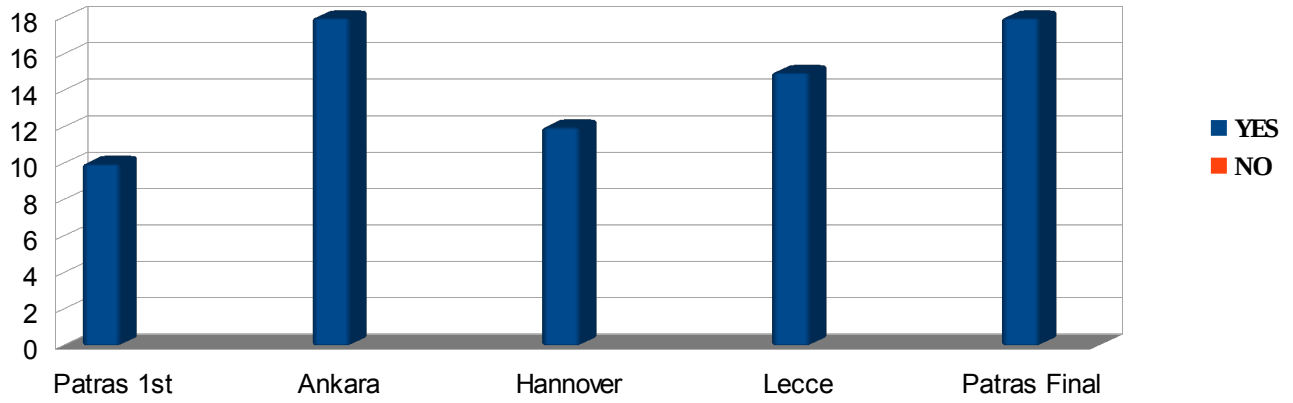


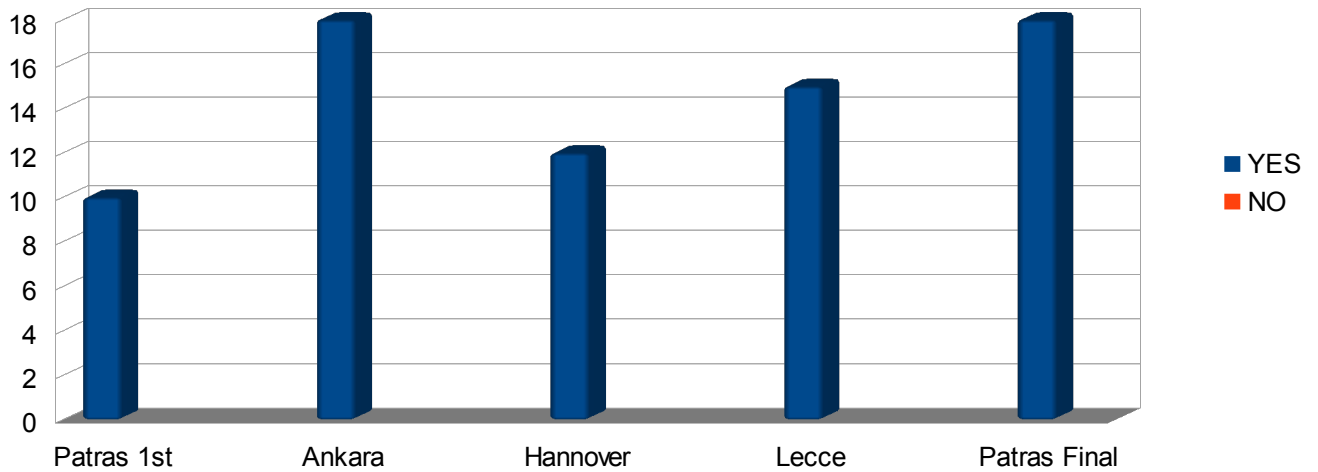
## Preparatory Work

1. Was sufficient information supplied before the meeting?



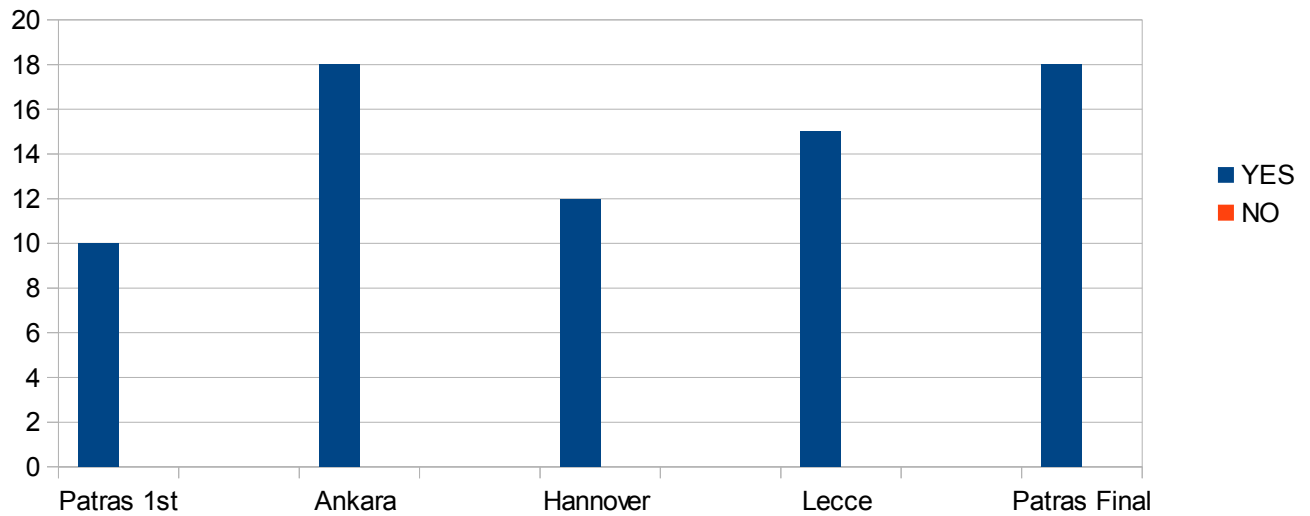
## Preparatory Work

2. Was the work load prior to the meeting acceptable?



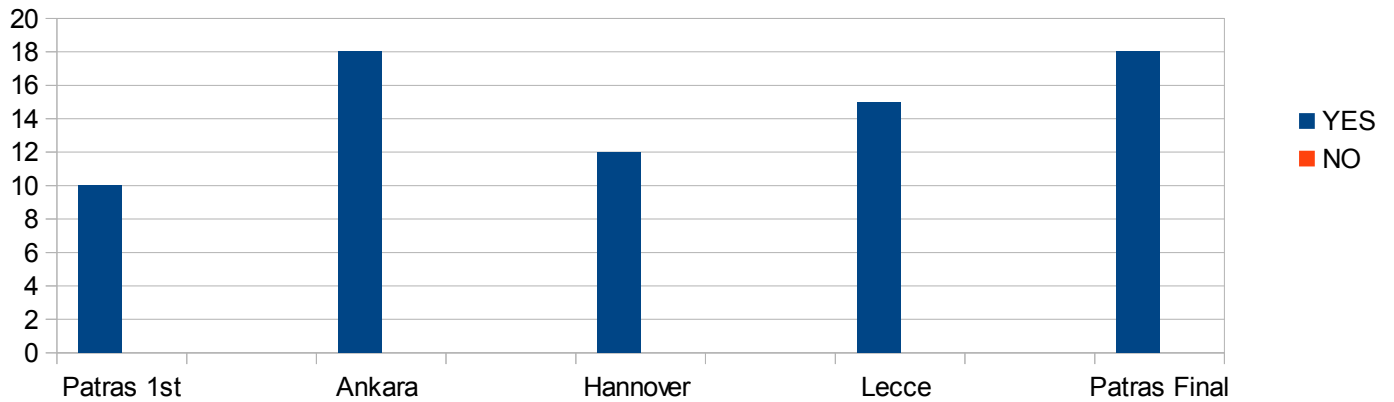
## Preparatory Work

3. Did you achieve the tasks you were supposed to deliver before the meeting?



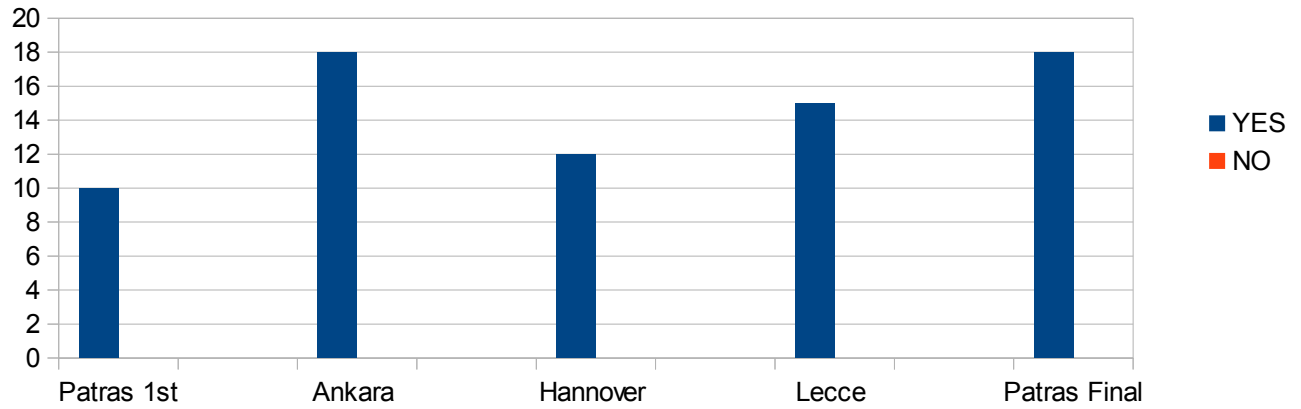
## The meeting itself

1. Did the meetings give adequate time to introductions and finding out the background of the partners?



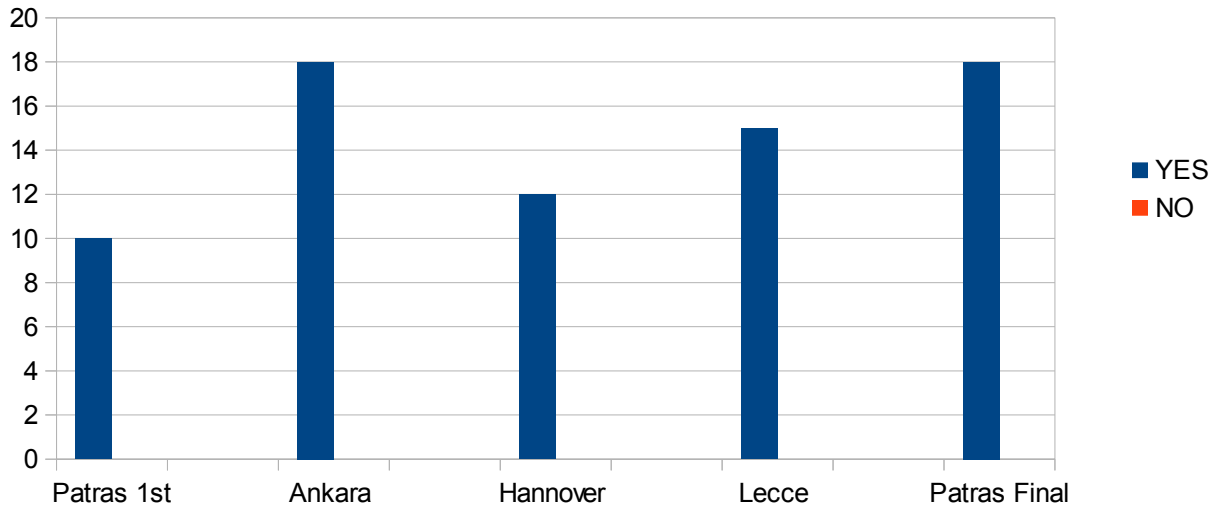
## The meeting itself

2.Are you satisfied that you were able to contribute to the discussion and decision making?



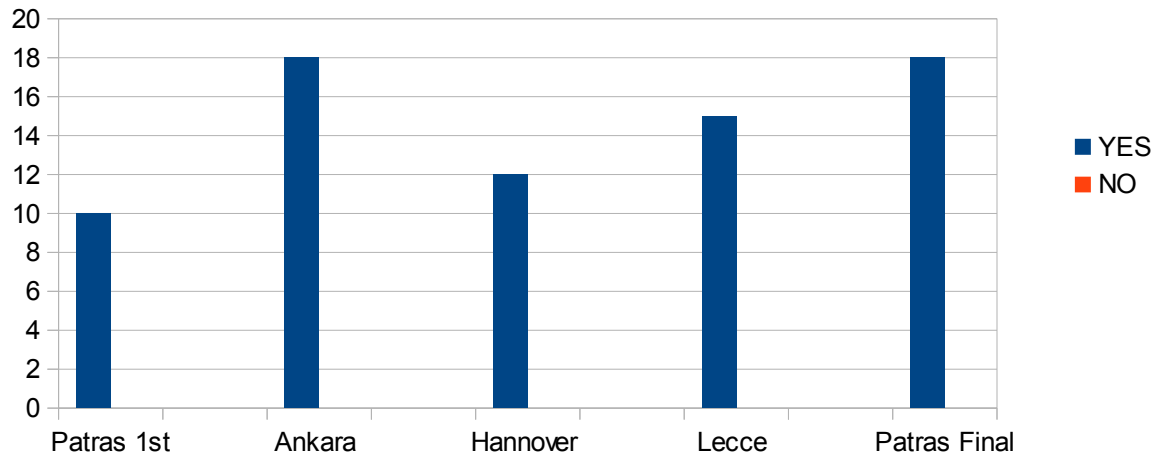
## The meeting itself

3.Did the meeting adhere to the agenda and were any changes discussed?



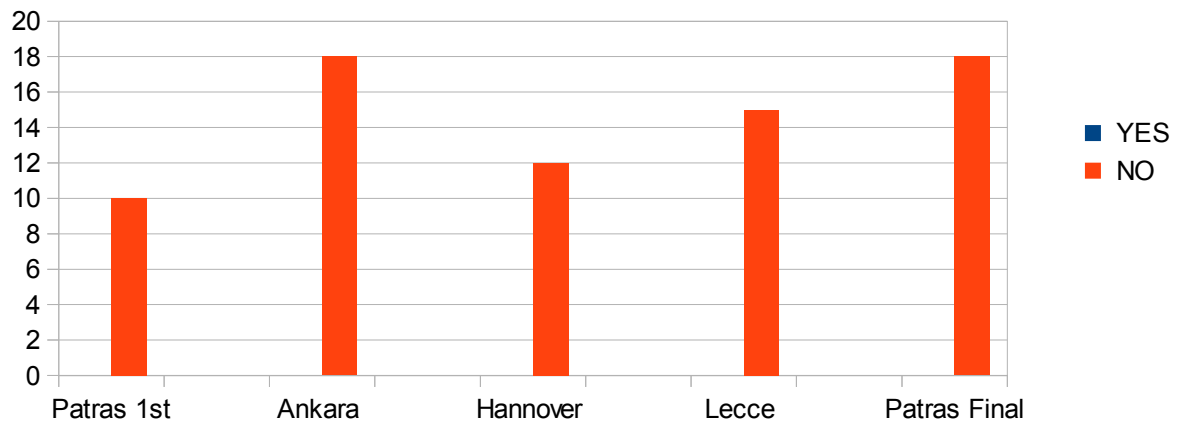
## The meeting itself

4. Were the goals of the meeting achieved?



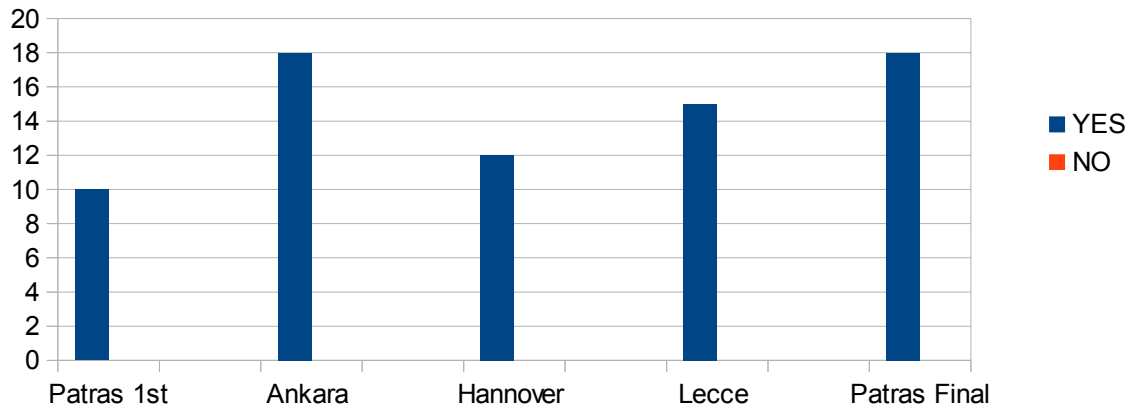
## The meeting itself

5. Are some goals not met?



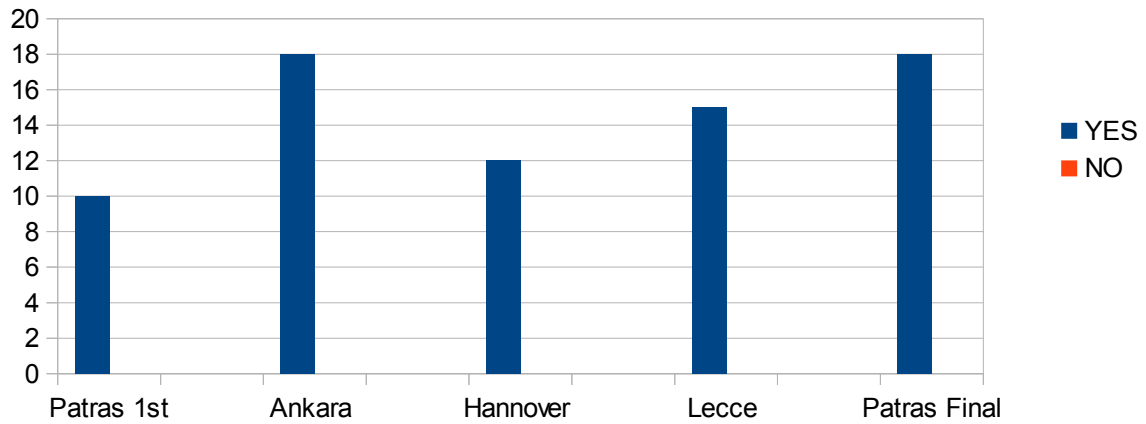
## Other Factors

1. Was the working environment satisfactory?



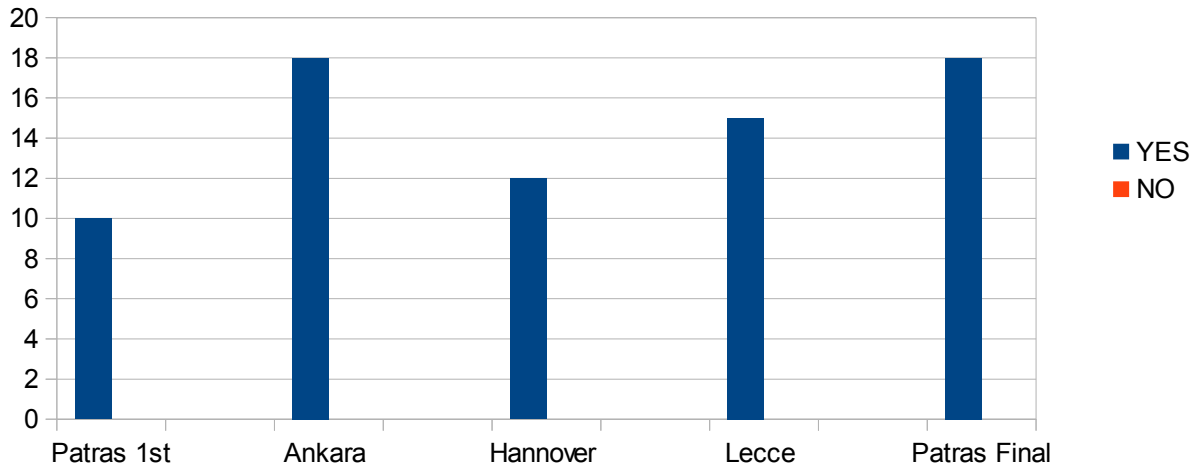
## Other factors

2. Were the accommodation, food and the social element satisfactory?



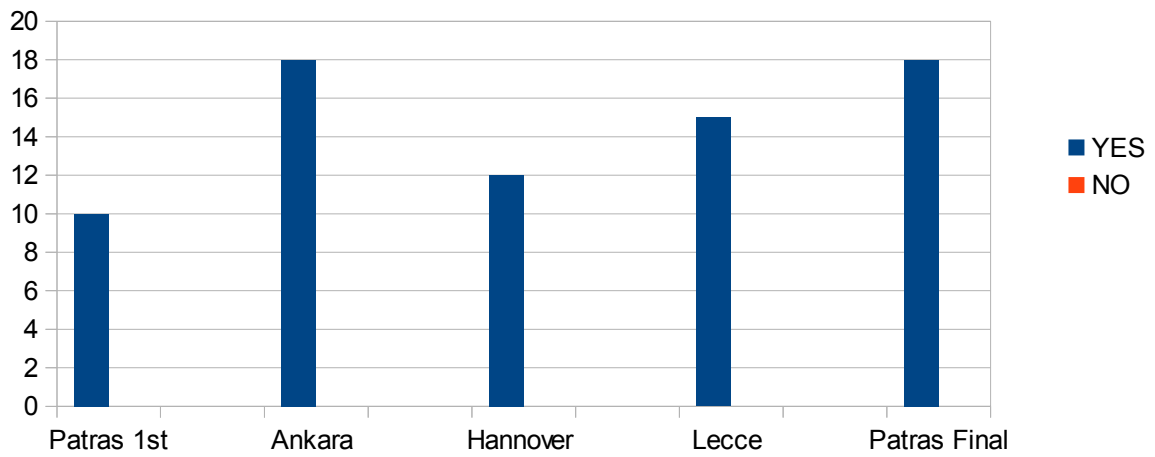
## Other factors

3.We now know each other well (professionally)



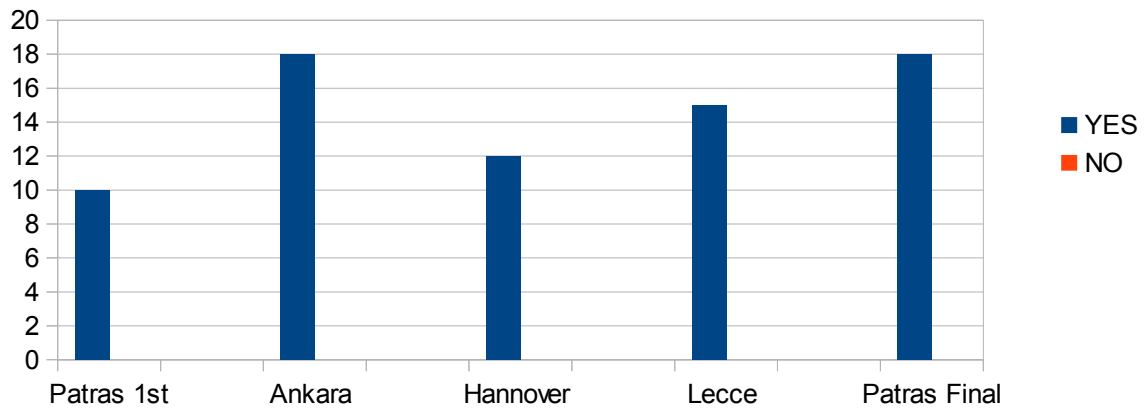
## Follow-up

1.There is a clear and reasonable timetable in place



## Follow-up

### 2. I understand my role in the project



## Strong points

(arranged by meeting)

