



Co-funded by the
Erasmus+ Programme
of the European Union



Flipping First Project

2016-1-ES01-KA202-025410

Evaluation report

Third Meeting
Budapest - Hungary

Date: October 24th, 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 Third Meeting will be given at question 10.

Document Info


Document Name: Evaluation report Third Meeting - Budapest, Hungary

Initial version & date: October the 24th 2017

Authors: Foundation Knowledge Centre PRO WORK

Editors: Foundation Knowledge Centre PRO WORK

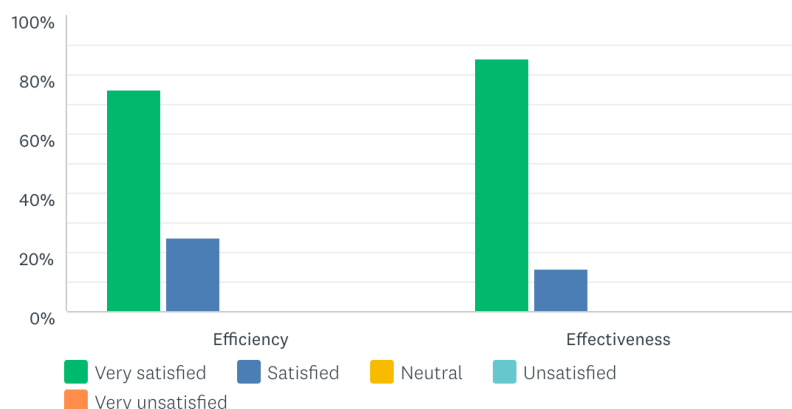
Distribution List

Organisation		Person
	JAITEK Tecnología y Formación S.L.	Mariano Sanz Prieto Saturio Rodríguez Fernández
	INNEO Studio Twórczego Rozwoju	Michał Ceglinski
	Stichting Kenniscentrum PRO WORK	Tessa den Bakker Natascha Rooda
	SZÁMALK Szalézi Szakgimnázium	Krisztina Juhász
	Arteveldehogeschool	Lut de Jaegher
	Exponential Training & Assessment Limited	John Moore

Question 1 – Efficiency and Effectiveness

The Third meeting of the FLIPPING FIRST project was held in Budapest on the 4th and 5th of June 2017. Please indicate your opinion concerning the efficiency (meeting process) and the effectiveness (meeting outcome) of the meeting.

Answered: 8 Skipped: 0



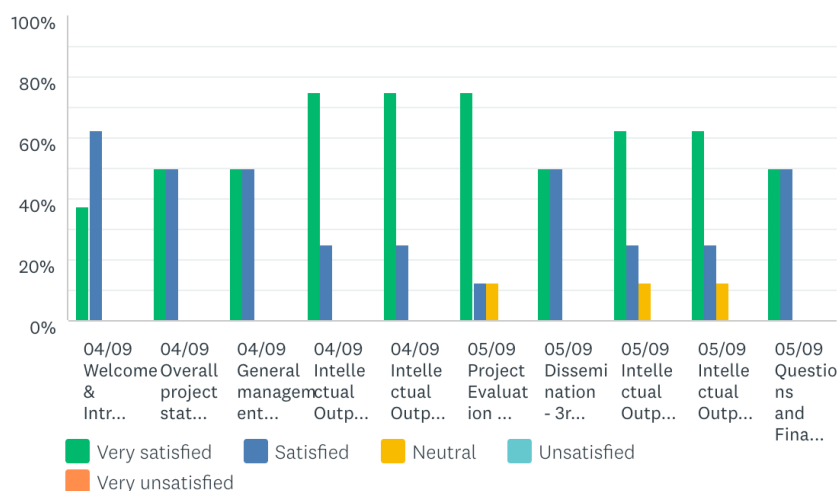
Remarks / Explanations
We took all the needed decisions and finish the work to be done.
It was efficient, but often there were times where only a few partners were engaged/needed.
We have defined the exact number and specification of the learning materials (online videos).

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 of the meeting. Two remarks that have been made were very positive about the decisions made during the meeting, the amount of finished work that has been done during the meeting and the definition of the online videos. The other remark indicates that the meeting was efficient, but there were often moments where only a few partners were engaged/needed during the meeting.

Question 2 – Project activities

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

Answered: 8 Skipped: 0



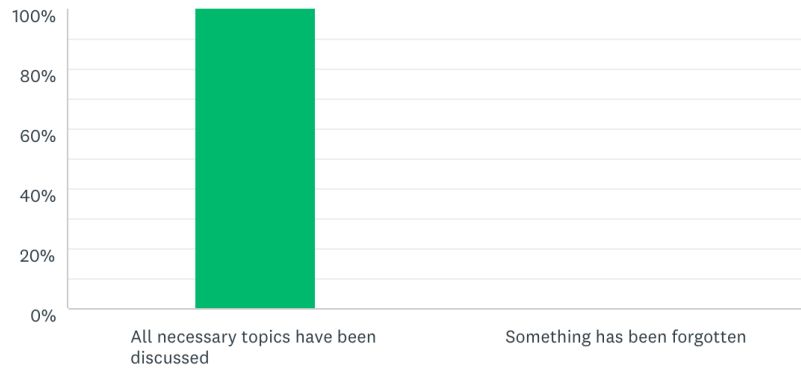
Remarks / Explanations
We had a fruitful meeting.
Though I have just been involved into the project, but my first impressions are absolutely positive.

In general, the outcomes of this question are very positive. No factor is reviewed with unsatisfied; all factors have been reviewed with ‘neutral’, ‘satisfied’ and ‘very satisfied’. Only the elements, ‘Project Evaluation - Results & Future planning - PRO WORK’, ‘Intellectual Outputs - IO5 & IO6 - SZAMALK / INNEO’ and ‘Intellectual Outputs - IO3 & IO4 final revision and coming tasks - JAITEK’ were positively rated but also with ‘neutral’. Two remarks have been made, which are both very positive about the meeting and the project.

Question 3 – Topics coverage

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

Answered: 8 Skipped: 0



Remarks / Explanations

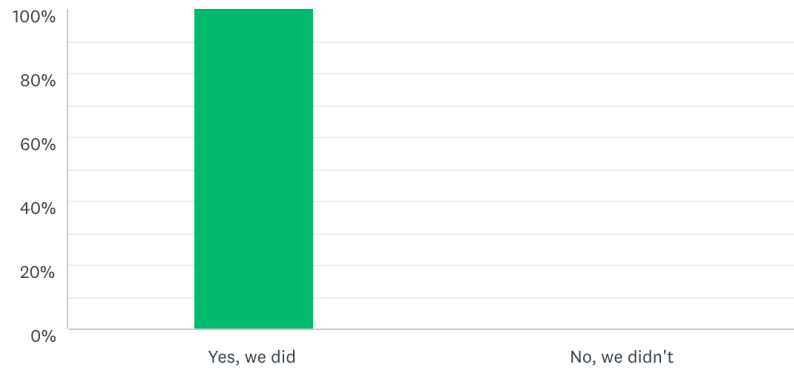
We have touched all the major topics.

Concerning the diagram all the necessary topics have been discussed within the partner meeting and nothing has been forgotten. One remark has been made, which support the outcome of the diagram and states that all major topics have been discussed.

Question 4 – Leave training

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

Answered: 8 Skipped: 0



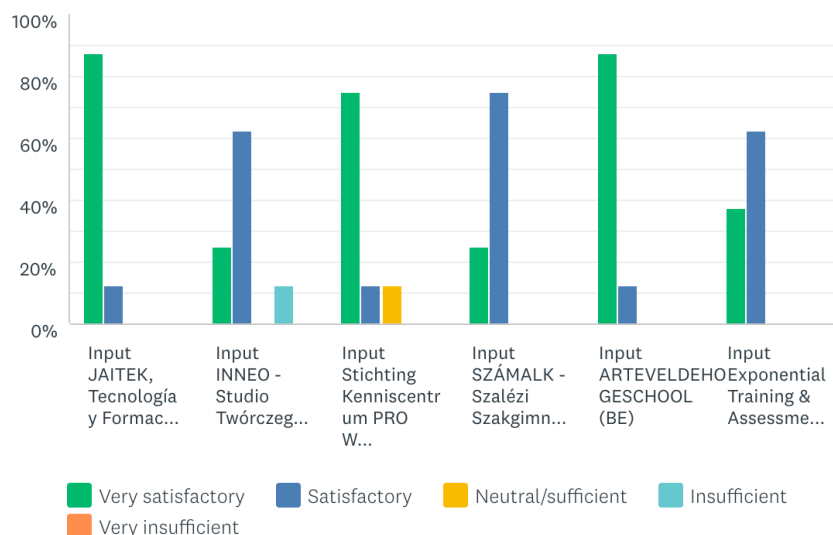
Remarks / Explanations
-

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

Question 5 – Active participation

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

Answered: 8 Skipped: 0



Remarks / Explanations

INNEO are quiet in the meetings and could led more on topic within their remit. Partners arriving late and leaving early can be disruptive.

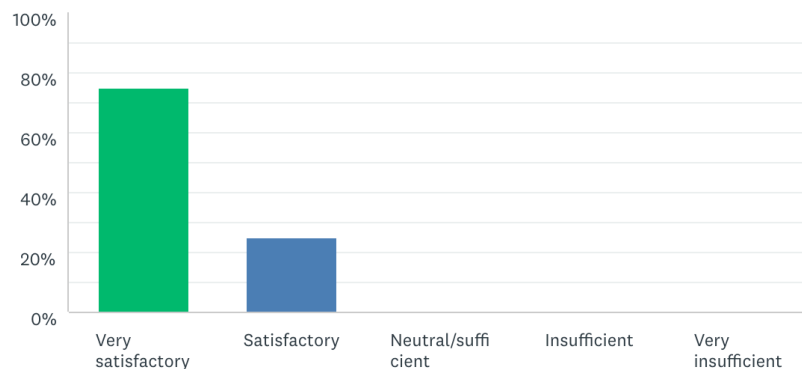
The active participation has been reviewed positively in general; the participants rated the active participation with ‘insufficient’, ‘neutral/sufficient’, ‘satisfactory’ and ‘very satisfactory’. The inputs from ARTEVELDEHOGESCHOOL (BE), JAITEK, Tecnología y Formación (ES), Exponential Training & Assessment Limited (UK) and SZÁMALK - Szalézi Szakgimnázium (HU) have been reviewed with ‘very satisfactory’ and ‘satisfactory’ by all participants.

The input from Stichting Kenniscentrum PRO WORK (NL) is rated with ‘neutral/sufficient’ by one participant. The input from INNEO - Studio Twórczego Rozwoju (PL) has been reviewed with ‘insufficient’ by one participant. The remark that has been made is supporting to the outcomes of this diagram. It stated that INNEO is very quiet, which can be connected to the answer ‘insufficient’ and that some partners are arriving late and leaving early, which can be connected to the answer ‘neutral/sufficient’ that was given for the input of PRO WORK who arrived later with regard to their travel schedule.

Question 6 – Hosting organisation

What is your opinion about the hosting organisation of this meeting in Hungary, SZAMALK? 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

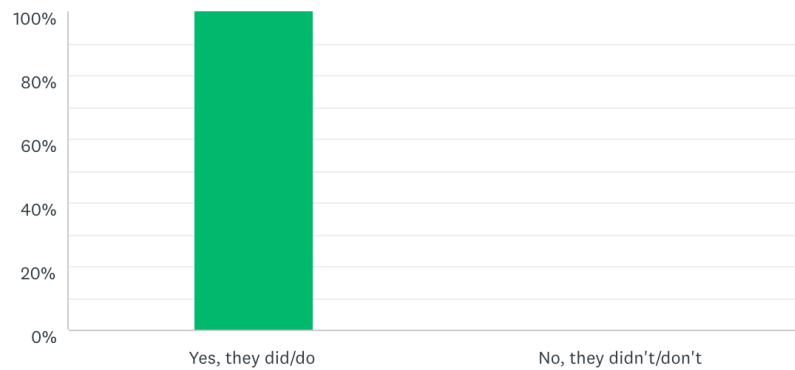
Representing the host organization, I hope that the partners have been satisfied.

It seems that the majority of the participants are very satisfied about the hosting organisation. The other two participants thought the hosting organisation was satisfactory. One remark has been made, and it is stating that the hosting organization hopes that the partners are satisfied with the organisation of the meeting.

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 third meeting?

Answered: 8 Skipped: 0



Remarks / Explanations

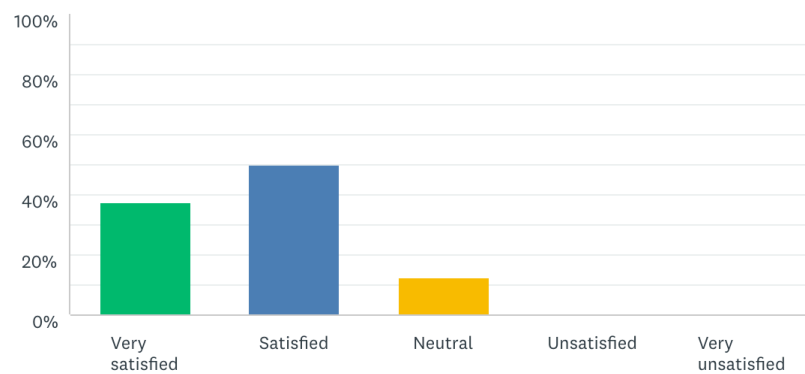
Sometimes it seems to forget between meetings.

All partners agreed on the statement that every partner has fulfilled their tasks before and during the meeting. One remark has been made and states that some tasks and made promises have been forgotten by partners in between meetings.

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 these three meetings)? I'm...

Answered: 8 Skipped: 0



Remarks / Explanations

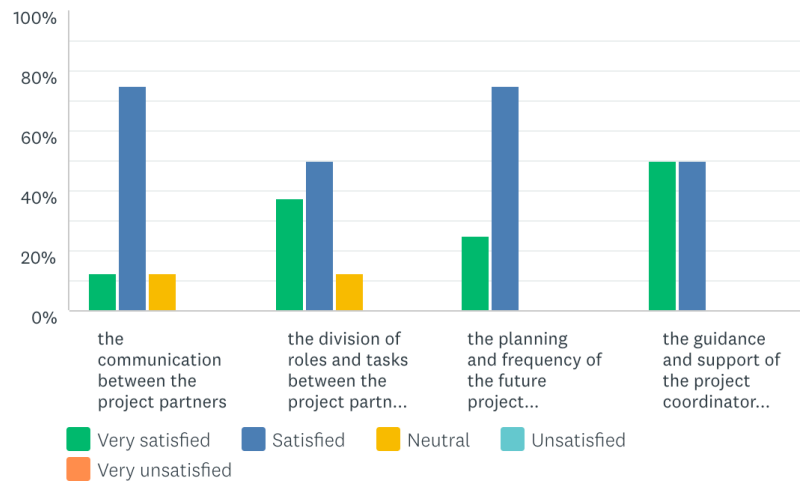
-

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'. No remarks were made to explain these choices in more detail.

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. Two elements 'the division of roles and tasks between the project partners so far' and 'the communication between the project partners' have been reviewed with one 'neutral' score. The other statements are reviewed with 'satisfied' and 'very satisfied'. No remarks were made to clarify these 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

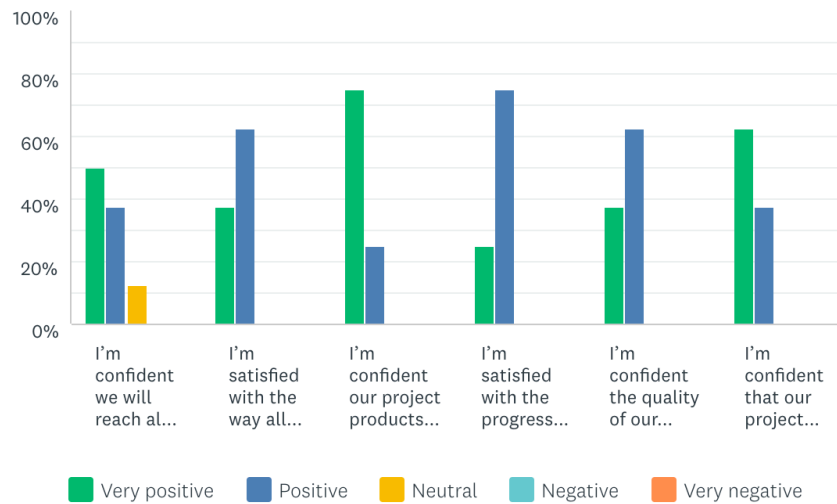
Remarks / Explanations
With a bit delay, we are creating all the outputs.
The project is necessarily centered around and dependent on the coordinator. At times, it is difficult to know what is happening -not helped by Own Cloud which several partners have struggled to use effectively.
Good progress on the activities and development of the IO's.
Project content is prepared and proofread, videos are assembled and ready for translation. Future tasks are assigned to partners.
Every help is beneficial that makes easier the teaching process, so in this regard the project outcomes (e.g. the learning materials) are very useful for our organization.
The project progress and process are satisfied.
This meeting made the platforms and the do's very clear. We will start with the translations as soon as possible.
The project is going well, minor delays occur but all in all it is satisfying.

All eight participants made a remark, seven of them were very positive about the third meeting of this project and progress of the project in general. Two of the seven positive remarks stated that there were some delays. The other remark that has been made is about the project. At this time it is centred on the coordinator, which makes it difficult to know what is happening, besides that Own Cloud is not helping. Several partners have struggled with using Own Cloud effectively.

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

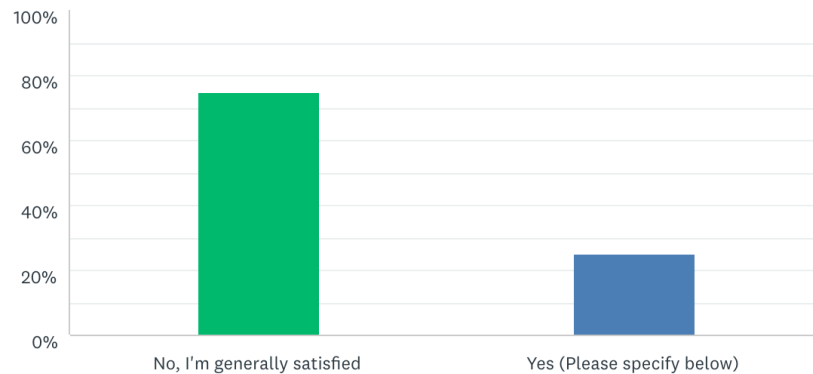
The project goals are very ambitious, not sure if we can reach 300 students each partner. But we will do our best to reach them.

In general the grading of the six statements is positive. The statement about 'I'm confident we will reach all project goals within the project period' 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 can be connected to the answer 'neutral' at the first statement. The remark states that the project goals are very ambitious and that he or she is not sure if they will reach the goals, but they are going to work hard for it.

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 this phase of the FLIPPING FIRST project?

Answered: 8 Skipped: 0



Remarks / Explanations

More on-line communication or a discussion platform?

I recommend using project management application in order to improve communication within the team, get clear task assignments and monitor overall project progress.

Two participants did have a suggestion to improve the project cooperation and/or the project results. One is more online communication or communication on a discussion platform. The other one is suggesting using the project management application to improve the communication within the team. Both suggestions are about the communication.

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
Nothing else.
No
N/A
Nothing to add.
No further comments, we just have to go on according the project schedule:)
N/A
N/A
N/A

Regarding to the additional remarks and the rest of the answers, it seems that the Third Meeting was a success, all topics have been discussed, the hosting organisation was reviewed positive and all partners kept their promises during this meeting. The meeting was overall effective and efficient, all partners stated that they left with a clear role and clear tasks. But one remark states that in between meetings some partners seem to forget their tasks and have difficulties with keeping their promises. Besides that, another remark states that the project goals are very ambitious and that he or she not sure is about reaching them, but will try their best.

The input from the partners has been assessed differently. The inputs from ARTEVELDEHOGESCHOOL (BE), JAITEK, Tecnología y Formación (ES), Exponential Training & Assessment Limited (UK) and SZÁMALK - Szalézi Szakgimnázium (HU) have been reviewed with ‘very satisfactory’ and ‘satisfactory’ by all participants. The input from Stichting Kenniscentrum PRO WORK (NL) is rated with ‘neutral/sufficient’ by one participant. The input from INNEO - Studio Twórczego Rozwoju (PL) has been reviewed with ‘insufficient’ by one participant. The remark that has been made is supporting the outcome of this diagram. It stated that INNEO is very quiet, which can be connected to the answer ‘insufficient’ and that some partners are arriving late and leaving early, which can be connected to the answer ‘neutral/sufficient’ that was given for the input of PRO WORK who arrived later because of their travel schedule.

The quality of development is reviewed positive; one partner filled in ‘neutral’ as answer but did not explain this in the comments. The partners were positive about the project activities, the project evaluation, IO5 & IO6 and IO3 & IO4 are reviewed by one participant with ‘neutral’, but there is no clarification for this answer. The communication between project partners and the division of roles and task between project partners are also reviewed with ‘neutral’. There were no remarks made at this question, but at question 12 two suggestions have been made. The first suggestion that has been made is about the possibility of online communication and using a discussion platform.

The second suggestion that has been made is about using the project management application for better communication, clarifying tasks and monitor overall.

At question 10 two of the seven positive remarks stated that there were some delays. The other remark that has been made is about the project and the role of the coordinator, which makes it difficult to know what is happening, besides that Own Cloud is not helping. Several partners have struggled with using Own Cloud effectively.

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.