

Venue: Technical University of Crete (TUC), Chania, Greece

Date: 05 September 2017

## FOURTH STEERING COMMITTEE MEETING EVALUATION LIST

### The general organisation of the meeting

Grading	Poor	OK	Good	Very Good	Excellent
Logistic preparation and organization of meeting	1	2	3	4	5
Content of the Agenda	1	2	3	4	5
Arrangements of the meeting (venue, equipment, etc.)	1	2	3	4	5

Comment:

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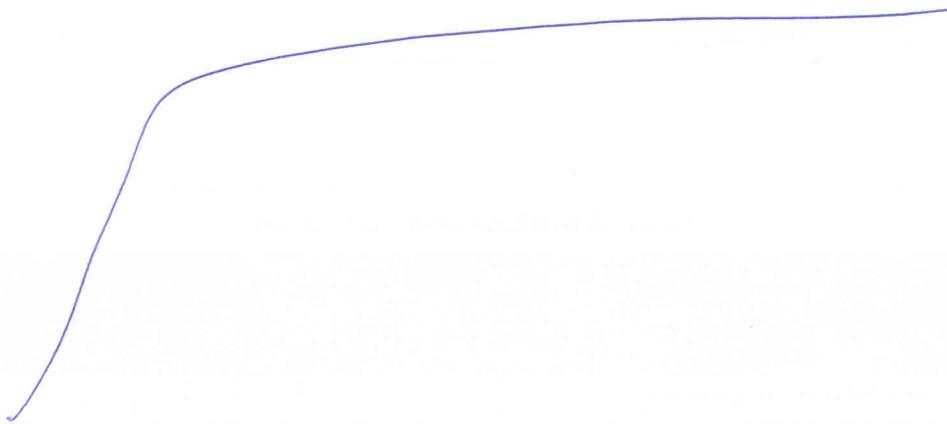
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Grading	Poor	OK	Good	Very Good	Excellent
Mode of reaching the decisions at the meeting	1	2	3	4	5
Opportunities to express your opinion and influence decisions	1	2	3	4	5
Achievement of the meeting and project goals	1	2	3	4	5
Discussion of tasks for the upcoming activities and meetings	1	2	3	4	5
Assignment of follow-up tasks	1	2	3	4	5

Comment:

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Venue: Technical University of Crete (TUC), Chania, Greece

Date: 05 September 2018

## FOURTH STEERING COMMITTEE MEETING EVALUATION LIST

### The general organisation of the meeting

Grading	Poor	OK	Good	Very Good	Excellent
Logistic preparation and organization of meeting	1	2	3	4	5
Content of the Agenda	1	2	3	4	5
Arrangements of the meeting (venue, equipment, etc.)	1	2	3	4	5

Comment:

### General working communication

Grading	Poor	OK	Good	Very Good	Excellent
Communication before the meeting	1	2	3	4	5
Duration and timetable of the meeting	1	2	3	4	5
Quality of materials provided during the meeting	1	2	3	4	5
Quality of presentations	1	2	3	4	5
Communication between the coordinator of the project and the other partners	1	2	3	4	5
Engagement of the participants in the activities and discussions	1	2	3	4	5
Objectives in the agenda regarding the NatRisk project are reached	1	2	3	4	5

Comment:

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Grading	Poor	OK	Good	Very Good	Excellent
Logistic preparation and organization of meeting	1	2	3	4	5
Content of the Agenda	1	2	3	4	5
Arrangements of the meeting (venue, equipment, etc.)	1	2	3	4	5

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Communication before the meeting	1	2	3	4	5
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Logistic preparation and organization of meeting	1	2	3	4	5
Content of the Agenda	1	2	3	4	5
Arrangements of the meeting (venue, equipment, etc.)	1	2	3	4	5

Comment:

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Grading	Poor	OK	Good	Very Good	Excellent
Communication before the meeting	1	2	3	4	5
Duration and timetable of the meeting	1	2	3	4	5
Quality of materials provided during the meeting	1	2	3	4	5
Quality of presentations	1	2	3	4	5
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Engagement of the participants in the activities and discussions	1	2	3	4	5
Objectives in the agenda regarding the NatRisk project are reached	1	2	3	4	5

Comment:

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Mode of reaching the decisions at the meeting	1	2	3	4	5
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### The general organisation of the meeting

Grading	Poor	OK	Good	Very Good	Excellent
Logistic preparation and organization of meeting	1	2	3	4	<del>5</del>
Content of the Agenda	1	2	3	4	<del>5</del>
Arrangements of the meeting (venue, equipment, etc.)	1	2	3	4	<del>5</del>

Comment:

### General working communication

Grading	Poor	OK	Good	Very Good	Excellent
Communication before the meeting	1	2	3	4	<del>5</del>
Duration and timetable of the meeting	1	2	3	4	<del>5</del>
Quality of materials provided during the meeting	1	2	3	<del>4</del>	5
Quality of presentations	1	2	3	4	<del>5</del>
Communication between the coordinator of the project and the other partners	1	2	3	4	<del>5</del>
Engagement of the participants in the activities and discussions	1	2	3	4	<del>5</del>
Objectives in the agenda regarding the NatRisk project are reached	1	2	3	4	<del>5</del>

Comment:

### Overall success of the meeting

Grading	Poor	OK	Good	Very Good	Excellent
Mode of reaching the decisions at the meeting	1	2	3	4	<input checked="" type="checkbox"/>
Opportunities to express your opinion and influence decisions	1	2	3	4	<input checked="" type="checkbox"/>
Achievement of the meeting and project goals	1	2	3	4	<input checked="" type="checkbox"/>
Discussion of tasks for the upcoming activities and meetings	1	2	3	4	<input checked="" type="checkbox"/>
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