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Promotion of Innovation Culture in the Higher Education in Jordan
561996-EPP-1- 2015-1-JO-EPPKA2-CBHE-JP

WP 5 - Project assurance and efficiency (Quality Plan)

EVALUATION OF MANAGEMENT MEETINGS

CRE.THI.DEV.

October 2018



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1 Executive Summary

In the scope of the INVENT project, and particularly according to what is foreseen in the Quality Plan, this report contains the results of the evaluation of the management meetings of the project according to what is foreseen in the Quality Plan Manual.

The management meetings have been evaluated as successful.

2 Introduction

The management meetings that took place during the lifetime of INVENT project are one of the most important tools used for the communication between the partners.

Each meeting was organized by the Project Coordinator (JUST) in cooperation with the partner who was responsible for its hosting.

There were five management meetings for INVENT project, which were the following:

1. Kick-off meeting: Dead Sea, Jordan, February 20-23, 2016
2. 2nd meeting: Leipzig, Germany October 24– 28, 2016
3. 3rd meeting: Porto, Portugal, April 30– May 1, 2017
4. 4th meeting: Athens, Greece, October 12-13, 2017
5. Final meeting: Dead Sea, Jordan, September 25-29, 2018

Before the meetings, the PC prepared the Agenda of the meeting that was circulated to the partners. During the meetings all partners presented the progress of the WPs they were responsible for as well as the different activities that were organized by them. After each meeting, the PC prepared the minutes of the meeting that were also circulated to the partnership.

3 Objectives of the Deliverable

The objective of the evaluation of the management meetings was to assess different aspects of them, so that necessary actions were taken for the preparation of the next one, if it deemed necessary, which means, if the evaluations scored beneath the acceptance limit of 75% satisfaction.



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4 Methodology

The quality of the management meetings has been evaluated through questionnaires that were answered by all partners that participated in them, using the QF-PME Project meeting evaluation questionnaire (Annex I).

For the evaluation of the meetings, a set of indicators have been established, which could be measured on a scale from 1 to 5, where 5 is very positive and 1 is very negative. The indicators were relevant to the different aspects of the meetings.

The partners had access to the questionnaire, through google forms.

The answered questionnaires were elaborated by the Quality Manager, who informed the partnership accordingly. The results of the evaluations were also presented during the management meetings of the project.

The elaboration of the answers to the questionnaires was made by CRE.THI.DEV, with the use of excel.

The formula for the evaluation of results was the following:

$$[(1a + 2b + 3c + 4d + 5e)/5 (a+b+c+d+e)] \%$$

Where:

a, b, c, d, and e are the numbers of questionnaires that rated the activity with 1, 2, 3, 4 and 5 respectively.

The activity was considered successful if the percentage of satisfaction was more than 75%. In case the percentage of satisfaction was less than 75%, CRE.THI.DEV would propose proper corrective actions which should be agreed with the Project Coordinator.

5 Results

The results of the evaluation of management meetings, are presented in the table below. No assessment was performed for the kick-off meeting, because the questionnaire had not been developed yet.







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Question	Percentage (%) of satisfaction			
	2 nd meeting, Leipzig	3 rd meeting, Porto	4 th meeting, Athens	Final meeting, Dead Sea
How do you evaluate the agenda of the meeting?	87,14	93,33	90,00	100,00
What is your opinion of the general organization and facilities of the meeting?	84,29	95,00	93,33	98,46
What is your opinion for the venue of the meeting?	87,14	93,33	93,33	100,00
How do you evaluate access to the venue of the meeting?	84,29	90,00	85,00	96,92
How do you evaluate the presentations by the members of the consortium during the meeting?	85,71	86,67	91,67	96,92
How do you evaluate the presentations by the guests that were invited to the meeting?	88,57	82,86	94,00	95,38
Was the timetable respected?	87,14	86,67	86,67	96,92
To which extent did the meeting live up to your expectations?	84,29	86,67	90,00	96,92
What is your opinion regarding the added value of the meeting with respect to the progress of the project and the scheduling of the next steps?	81,43	90,00	91,67	98,46
How do you evaluate catering and meals?	84,29	81,67	85,00	95,38
How do you evaluate the accommodation (hotel) that was proposed by the host of the meeting?	94,29	91,67	80,00	98,46





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6 Conclusions

The management meetings that took place during the project were successful, especially the final meeting that was organized by the project coordinator (JUST) and there was no need for corrective actions.

7 Annexes







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Annex I : QF-PME (1.0): Project Meeting Evaluation Questionnaire

[Place where the meeting was held] meeting evaluation ([date of meeting])

Please answer each question with an evaluation from 1-5, where 1 is Poor and 5 is Very Good.

PROJECT MEETING EVALUATION					
	1	2	3	4	5
How do you evaluate the agenda of the meeting?					
What is your opinion of the general organization and facilities of the meeting?					
What is your opinion for the venue of the meeting?					
How do you evaluate access to the venue of the meeting?					
How do you evaluate the presentations by the members of the consortium during the meeting?					
How do you evaluate the presentations by the guests that were invited to the meeting?					
Was the timetable respected?					
To which extent did the meeting live up to your expectations?					
What is your opinion regarding the added value of the meeting with respect to the progress of the project and the scheduling of the next steps?					
How do you evaluate catering and meals?					
How do you evaluate the accommodation (hotel) that was proposed by the host of the meeting?					
COMMENTS:					





WORKSHOP (VISITS) EVALUATION					
	1	2	3	4	5
What is your opinion of the general organization of the visits that took place between [date] and [date]?					
How do you evaluate access to the sites of the visits?					
Were the visits of added value with respect to the objectives of the project?					
COMMENTS:					
QUESTIONS REGARDING SPECIFIC CONDITIONS THAT CONCERN THE SPECIFIC MEETING					
	1	2	3	4	5
COMMENTS:					





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