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**Evaluation Form – Meeting in Madrid 28th-30th October 2019**

C1- Erasmus+ Short-term joint staff training event – Training of use of ICT tools

Erasmus+ Project No: 2019-1-CZ01-KA229-061113 / Project title: European Citizenship – Cultural heritage unites us

**QUESTIONS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Preparatory work** | **yes** | **no** | **Comments** |
| Was sufficient information supplied before the meeting? | 12 |  |  |
| Was the work load prior to the meeting acceptable? | 12 |  |  |
| Did you achieve the tasks you were supposed to deliver before the meeting? | 12 |  |  |
| **The meeting itself** |  |  | **Comments** |
| Did the meeting give adequate time to introductions and finding out the background of the partners? | 12 |  |  |
| Are you satisfied that you were able to contribute to the discussion and decision making? | 12 |  |  |
| Did the meeting adhere to the agenda and were any changes discussed? | 12 |  | * Dates an responsabilities. * Changes of responsabilities and tasks. |
| Were the goals of the meeting achieved? | 12 |  |  |
| Are some goals not met? |  | 12 |  |
| **Other factors** |  |  | **Comments** |
| Was the working environment satisfactory? | 12 |  |  |
| Were the accommodation, food and the social element satisfactory? | 12 |  |  |
| We now know each other well (professionally) | 12 |  | * Some teacherswork between countrieswould have been better more detailed introduction |
| **Follow-up** |  |  | **Comments** |
| There is a clear and reasonable timetable in place | 12 |  |  |
| I understand my role in the project | 12 |  |  |

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1. **What do you consider to be the main strength of this project meeting?**

* To discuss the etwinning website, final products and details regardin the mobilities.
* Getting to know new plans and people
* Practice of English for students and teahcers
* Lots of new activities
* Meeting representatives from the other countries in person
* Getting to know the habits and culture of other school systems, to be able to cooperate in the bes possible way
* The coorporation on builing the website to ensure we are on the same pace
* We were sitting the dates of exchange/mobilities. We leant how to use the ICT
* Setting the dates for the meetings
* Clarifying activities between the mobilities
* Good coordination and share responsabilities
* Clear communication
* Information about other schools
* Possibilities of future cooperation
* Work on products
* Clear and efficient working sessions
* Preparation of online conference

1. **Were there any weak points?**

* Perhaps a bit too much free time
* Dificulties with dates of mobilities because each country has ther own particularity

1. **Can you see any problem areas for the project that should be tackled as soon as possible?**

* Agreeing on meeting dates
* Perhaps coordintaing mobilities around the different schools holidays and exams
* Coordinating the holidays and other logistic problems of different schools
* Some logistics will be challenging but with good planning it won´t be a problem
* Dates and ages of Malta students
* Try to find best dates
* A mobility in june would be a problem for us.
* Dates of meeting in Czech Republic

1. **If so please suggest some measures or ways for solving the problem(s)**

* The school of Malta will check their time possibilities for the meeting in Czech Republic and will inform us in 3 weeks