

PM2: Lisbon

Summary

The Lisbon meeting went well according to the 13 who responded to the survey and also according to the final discussion we had while still at CENFIM on Tuesday 31 May.

Practical details about accommodation and local travel were fine as well as information about the preparatory work needed.

All felt they could contribute to the meeting and most felt they could influence the agenda if necessary.

Points to consider, eg for remaining partner meetings, from a successful and effective meeting:

- Whether to designate parts of the timetable as computer free & use Post-It notes instead
- Whether to adjust the timetable when we run out of time to make decisions or consider relevant issues eg there was no slot to discuss the VITAE pilot course
- To consider break-out groups where relevant

Post meeting

The CCeD Adobe Connect meetings have for the most part been very useful and they should continue to maintain the momentum for the rest of the project.

Inter-dependancy: The CCeD process needs to be complete before the Business Model WP can proceed.

Links to previous evaluation reports:

PM1: Trondheim

https://docs.google.com/document/d/1PEVTHa0yfsTn3zLYAPHcSxZiy8wIIM6wU7PccYdO0jM/edit?hl=en_GB&authkey=CN3so8EO#

PM2: Lisbon

CceD1: https://docs.google.com/document/d/1s4GVfiNNjIUKKJXVGQ4h-UHx8EcXVenjasT4T-AXzFg/edit?hl=en_GB#

CceD2: https://docs.google.com/viewer?a=v&pid=explorer&chrome=true&srcid=0B0NGxBweTdT4NDgwNjYxYWQtZGRmNy00ZjgzLWI5OWYtODM4ZDhIM2U5YTMz&hl=en_GB

CceD3: https://docs.google.com/viewer?a=v&pid=explorer&chrome=true&srcid=0B0NGxBweTdT4NjM5ODdlZWltMzBIMS00Yml0LTlhOTMtMmlyYWQxYTc1OGMx&hl=en_GB

Quality Plan:

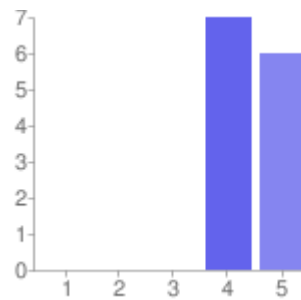
https://docs.google.com/document/d/1qTf01344mp80ICosO0gLseNoFzF4cP6rmHE6gkeLstk/edit?hl=en_GB#

Lisbon summary of WP7 to date: https://docs.google.com/viewer?a=v&pid=explorer&chrome=true&srcid=0B0NGxBweTdT4ZmExM2NjNjYtNjBIZS00MTA5LTlhMzYtMGJiMGFhNjM1YmVh&hl=en_GB

Appendix: Raw results

What was your overall impression of the meeting?

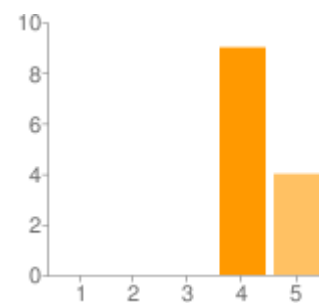
1 -	Did not meet my expectations	0	0%
2		0	0%
3		0	0%
4		7	54%
5 -	Exceeded my expectations	6	46%



Before the meeting

Information about meeting venue and accommodation

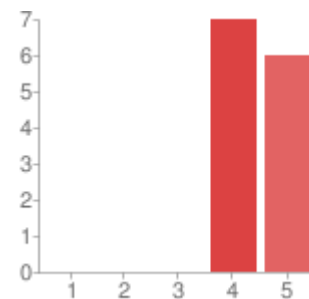
1 -	Insufficient	0	0%
2		0	0%
3		0	0%
4		9	69%
5 -	Exceeded my expectations	4	31%



Any other comments?

Information about the preparatory work needed

1 -	Unclear	0	0%
2		0	0%
3		0	0%
4		7	54%
5 -	Clear	6	46%



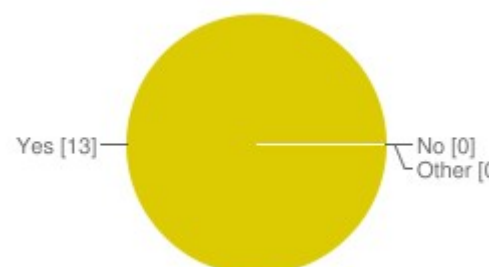
Additional comments?

During the WP3 sessions we have partly also discussed most of the topics related to all the WPs. The PM2 meeting was a follow up of these discussions. Especially there were a need to clarify things related to the function of the CoP and also some preparations to be able to construct the Generic Business Plan.

During the meeting

Was the agenda logical and comprehensive?

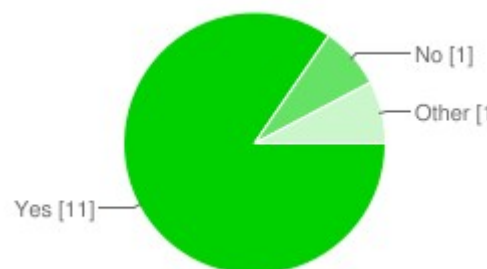
Yes	13	100%
No	0	0%
Other	0	0%



Did you feel you could influence the agenda if necessary?

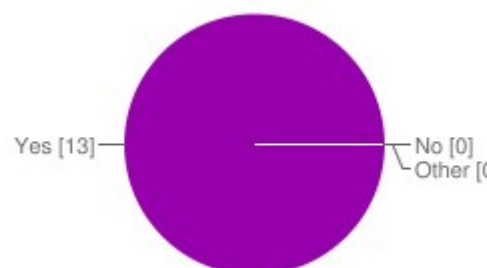
Yes 11 85%
No 1 8%
Other 1 8%

Comments: May be not in a sufficient way



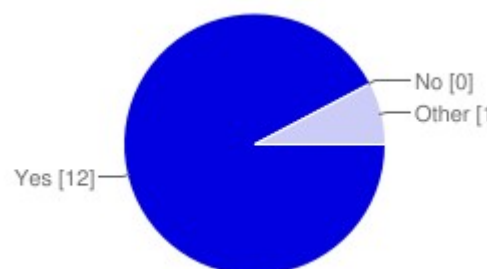
Did you feel you could contribute to the meeting when you wanted to?

Yes 13 100%
No 0 0%
Other 0 0%



Are you satisfied with the way the meeting was conducted?

Yes 12 92%
No 0 0%
Other 1 8%



Do you have any suggestions for making the face to face meetings more effective?

Maybe we should agree on a period, when no notebooks should be on the table.

I understand that timing is important, but it was often the case that important issues were not sufficiently discussed due to the lack of time.

The time schedule was fine and very well managed in alignment with the very well organized agenda.

I realised that the meeting was one of the most effective EU project meetings I had been to probably because we were not trying to catch up with what partners have been doing. The reason for this is that we have been working together closely through the CCeD meetings. I hope this close online working partnership continues throughout the project even when we have completed the CCeD process.

I think the agenda and managing of the meeting by the coordinator partner was very professional and productive. Well done.

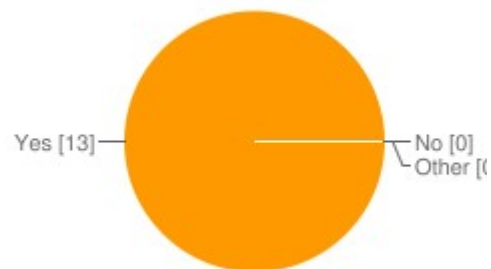
To have "break outs" for some special matters or tasks in the meeting would be good (would stimulate participation).

"The oral evaluation revealed that we in some parts of the meeting should work without using our own PC connected to Internet, to increase the concentration of what was going on in the meeting. We will follow up that suggestion, for instance by organising work as creative sessions using Yellow notes etc."

At the end of the meeting

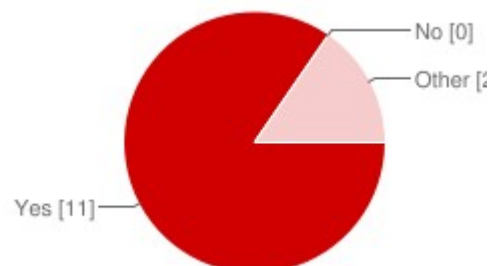
I have a clear idea about which stage the project has reached so far

Yes 13 100%
No 0 0%
Other 0 0%



I have a clear idea about what I have to do next before the next face to face meeting

Yes 11 85%
No 0 0%
Other 2 15%



I am satisfied with the main communication channels to be used between face to face project meetings

Yes 10 77%
No 1 8%
Other 2 15%

We should have regular online meetings between our project meetings after the CCed

We should continue to use Adobe Connect or Skype after the WP3 is finished, also for communication related to the other WPs and for coordination purposes.

I am satisfied with the products of the project so far

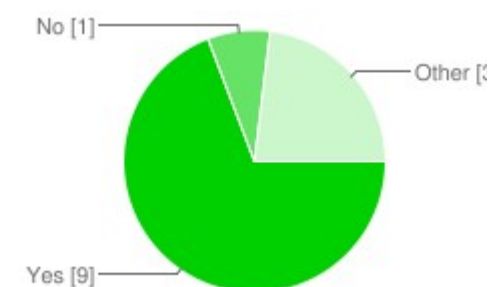
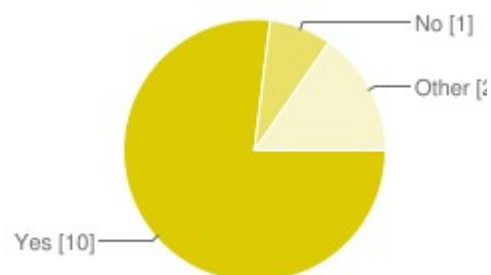
Yes 9 69%
No 1 8%
Other 3 23%

Some parts are not completely finalized due to lack of time with respect to anticipated meeting durations

It is soon to tell, but the new VITAE Coaching ICT course is very much promising

We are in an early phase. The products must be improved and finalized before making them publicly available. An idea that came up was to use Mindmaps to describe and connect the templates for the CCeD model adapted to Vitae.

I am confident that the project will achieve its aims



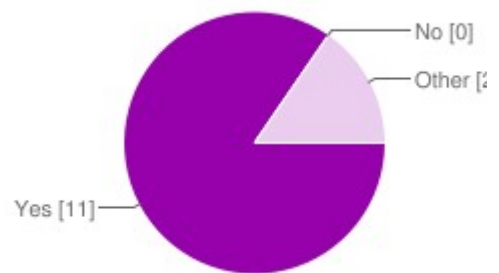
Yes 11 85%

No 0 0%

Other 2 15%

Yes, for sure!

I hope there are no problems with the course delivery



I wish that we had...

Finalized more decisions...

more time to talk about BP

discussed the VITAE pilotCCeD session during all project.

I wish that we had not...

Additional comments

thanks to the hosts in Lisbon!

Was a good meeting, but I got doubts about the activities to be carried by WP8, but probably mostly because WP3 is not yet fullfill with the Design document for VITAE, causing probably some doubts on the BP side?

The most effective meeting I have ever experienced in an EU project!

In my view all participants did their best to work constructively on all the issues that was discussed at the agenda. I also appreciated the good mood and atmosphere we had during the whole meeting. CENFIM was great and so was Lisbon.