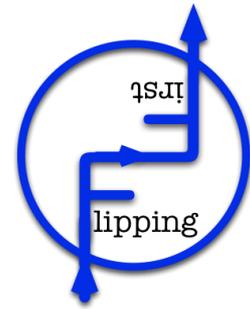




Co-funded by the
Erasmus+ Programme
of the European Union



Flipping First Project

2016-1-ES01-KA202-025410

Evaluation report

Kick off Meeting
Madrid - Spain

Date: May 24, 2017

Version: 2

In this evaluation report all questions will be evaluated through a concise analysis supported with several diagrams. All 13 questions are answered by 5 participants of the meeting. In this report all questions will be evaluated separately (so N=5 at all questions). At the end of this evaluation report a general analysis of the findings concerning this Kick off Meeting will be given at question 10.

Document Info

Document Name: Evaluation report Kick of Meeting - Madrid, Spain

Initial version & date: April 24th 2017

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Editors: Foundation Knowledge Centre PRO WORK

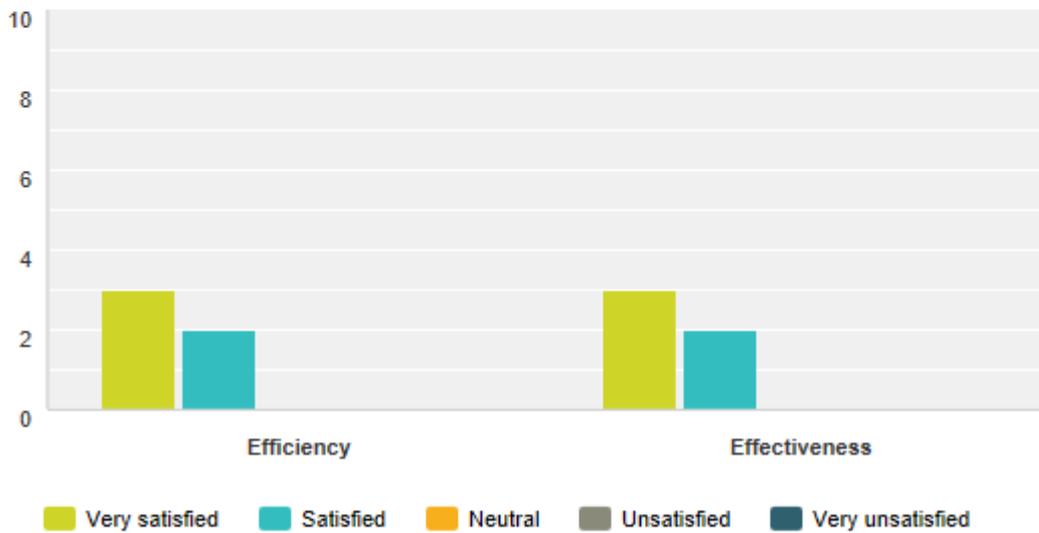
Distribution List

Organisation	Person
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	<p>INNEO Studio Twórczego Rozwoju</p> <p>Michał Ceglinski</p>
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Question 1 – Efficiency and Effectiveness

The Kick off meeting of the FLIPPING FIRST project was held in Madrid on the 17th and 18th of November 2016. Please indicate your opinion concerning the efficiency (meeting process) and the effectiveness (meeting outcome) of the meeting.

Answered: 5 Skipped: 0



Remarks / Explanations

Partners worked on every important issue and good agreements were achieved.

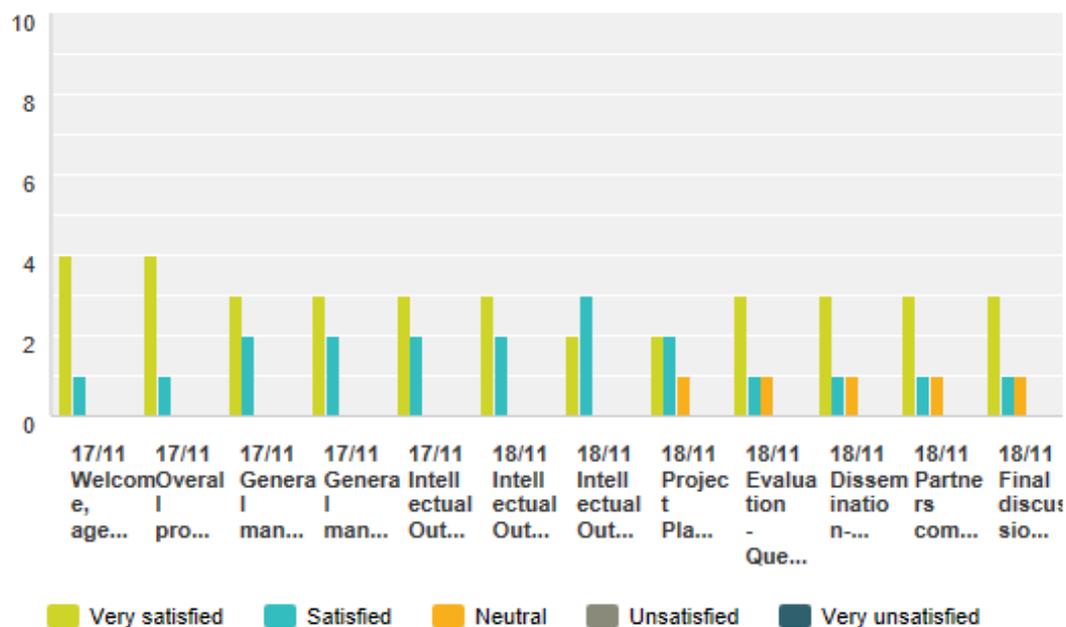
The meeting structure was very clear and time was spent efficiently.

Regarding to the diagram the effectiveness of the meeting and efficiency of the meeting were reviewed evenly, so both were very sufficient. The remarks that are made were very positively.

Question 2 – Project activities

Are you satisfied with the way the project activities took place on the Kick off meeting in November 2016? Was this in a clear and open way within the partnership and between project partners?

Answered: 5 Skipped: 0



Remarks / Explanations
Further decisions are needed to coordinate the Training and Pilots, under the limited funding that has been approved.
All items such as IO's and tasks related to the IO's were clearly discussed.
I would like to see more time utilised in the meetings on actually working on project actions (e.g. we could have drafted a news release with partner quotes during the meeting ready to send out through our own company websites/e-newsletters).

In general the outcomes of this question is positive. All factors are reviewed 'neutral', 'satisfied' and 'very satisfied'. The elements 'Welcome', 'Overall project presentation', 'General management tasks' and 'Intellectual outputs' have been positively rated. At the elements 'Project planning', 'Evaluation', 'Dissemination', 'Partners communication' and documentation and 'Final discussions and planning' there is a participant who has filled in neutral. Remarks that can be connected to the answer neutral are:

- Further decisions are needed to coordinate the Training and Pilots, under the limited funding that has been approved;
- more time utilised in the meetings on actually working on project actions.

Both are recommendations for the further course of the project.

Question 3 – Topics coverage

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

Answered: 5 Skipped: 0



Remarks / Explanations

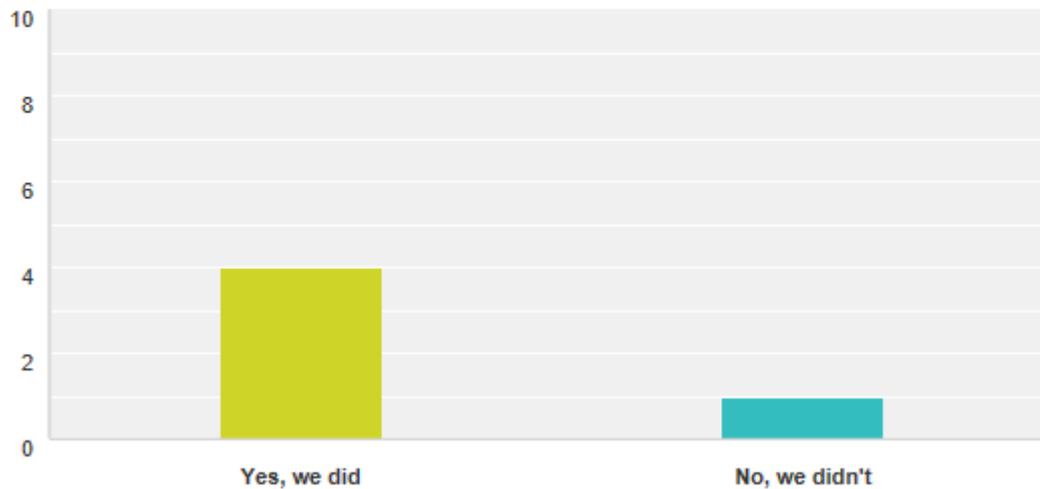
At this stage of the project all necessary topics have been discussed but it's great to have agreed that if any questions arise, we can contact each other.

Concerning the necessary topics, it seems that all necessary topics have been discussed with each other and nothing has been forgotten. The agreement is made that everyone can contact each other if there arise any questions.

Question 4 – Leave training

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

Answered: 5 Skipped: 0



Remarks / Explanations

Tasks for the first phase of the project are very clear.

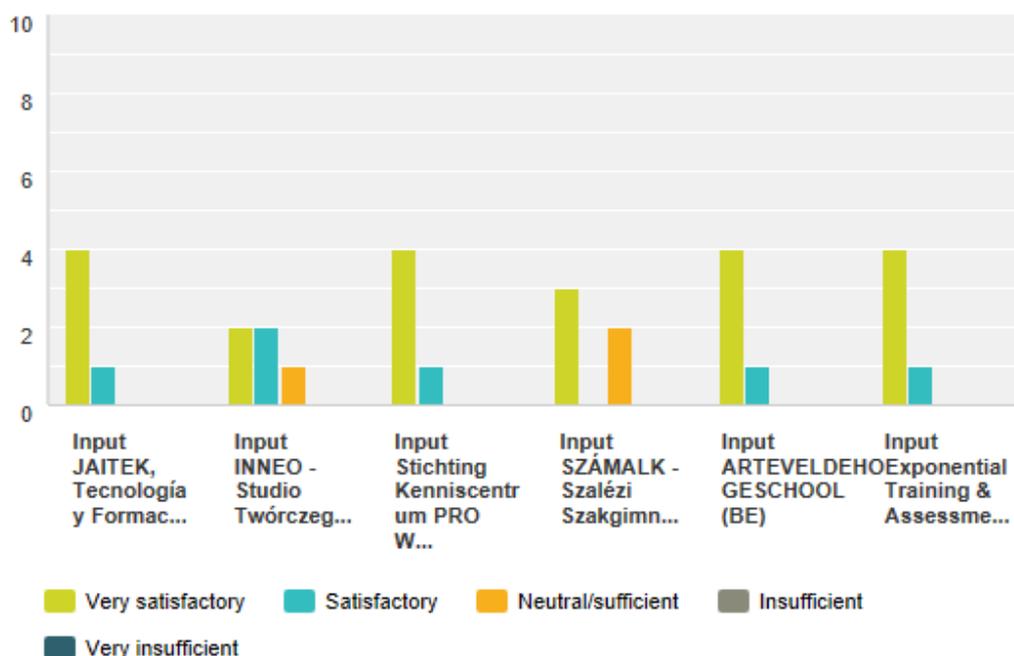
I would like to know more about the shared platform we intend to use and specific timing and details of dissemination actions.

The majority of the population left with a clear role and clear tasks. One out of five did not, which can be linked to the second remark. The second remark that is made is an requirement about the shared platform. This person would like to know more about the timing and details of the dissemination actions.

Question 5 – Active participation

Since there has been one meeting currently, how do you evaluate the active participation of all partners in the project so far?

Answered: 5 Skipped: 0



Remarks / Explanations

All partners actively and constructively participated to the meeting.

As this was the first meeting, it was necessarily lead mostly by the coordinator - I would like to see more inputs from all team members in subsequent meetings.

The active participation has been reviewed positively in general, the participants rated the active participation with the 'neutral/sufficient', 'satisfactory' and 'very satisfactory'. The inputs from JAITEK, Tecnología y Formación (ES), Stichting Kenniscentrum PRO WORK (NL), ARTEVELDEHOGESCHOOL (BE) and Exponential Training & Assessment Limited (UK) have been reviewed with 'very satisfactory' by four participants and 'satisfactory' by one participant. The input from INNEO - Studio Twórczego Rozwoju (PL) has been reviewed by one participant with neutral, what can still be a positive review. The input from SZÁMALK - Szalézi Szakgimnázium (HU) has been reviewed by two participants as neutral. There is a positive remark about the active participation and a remark that can be connected to the partners that has been reviewed with neutral.

Question 6 – Hosting organisation

What is your opinion about the hosting organisation of this Kick off meeting in Madrid, JAITEK? 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: 5 Skipped: 0



Remarks / Explanations

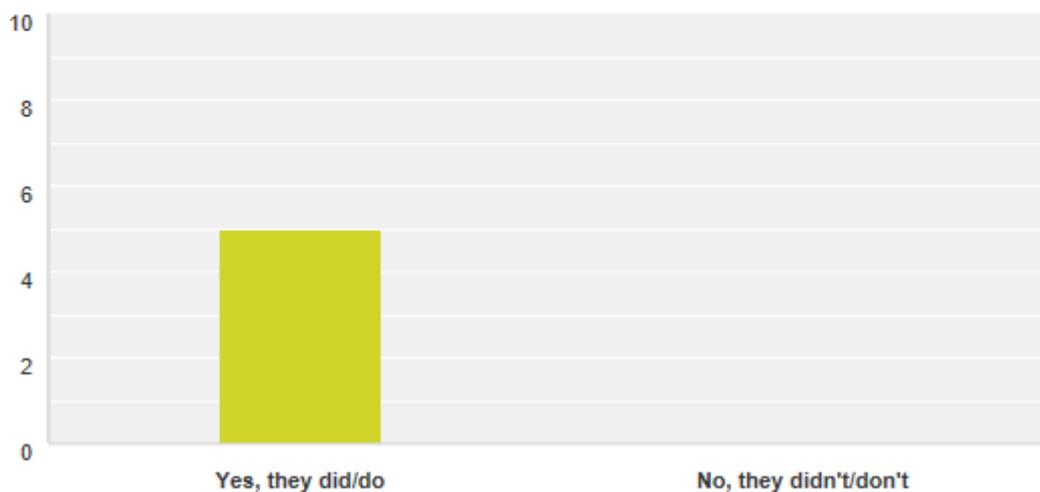
The meeting was arranged very well. The location, coordination and facilities were also great.

It seems that all five participants are very satisfied about the hosting organisation. Also the remark that has been made is very positive.

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 first meeting?

Answered: 5 Skipped: 0



Remarks / Explanations

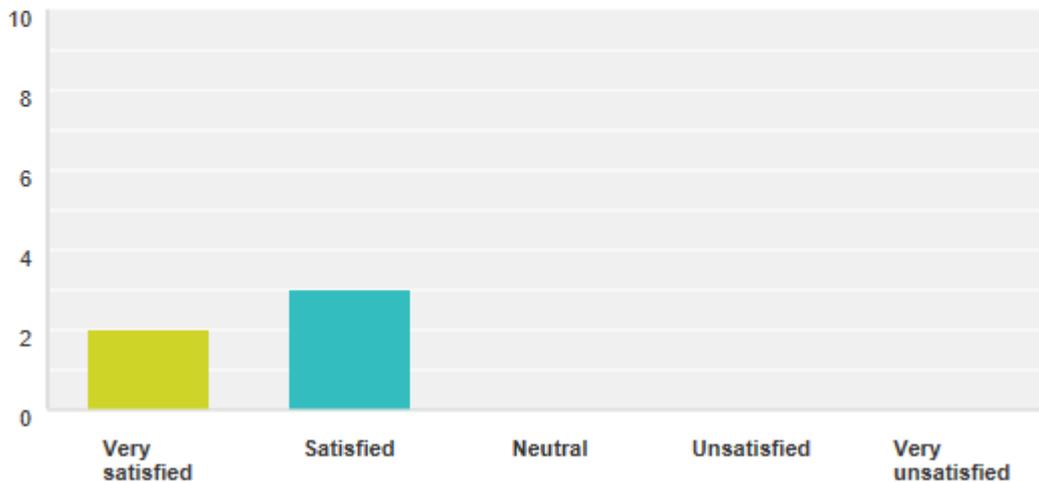
The partners have made clear promises and already some first activities have been set up such as the Facebook and Twitter platforms for dissemination related to the project.

All partners agreed on the statement that every partner has fulfilled their tasks before and during the meeting. The remark states that some activities have already been carried out and supports the outcome of the question.

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 the Kick off meeting)? I'm...

Answered: 5 Skipped: 0



Remarks / Explanations

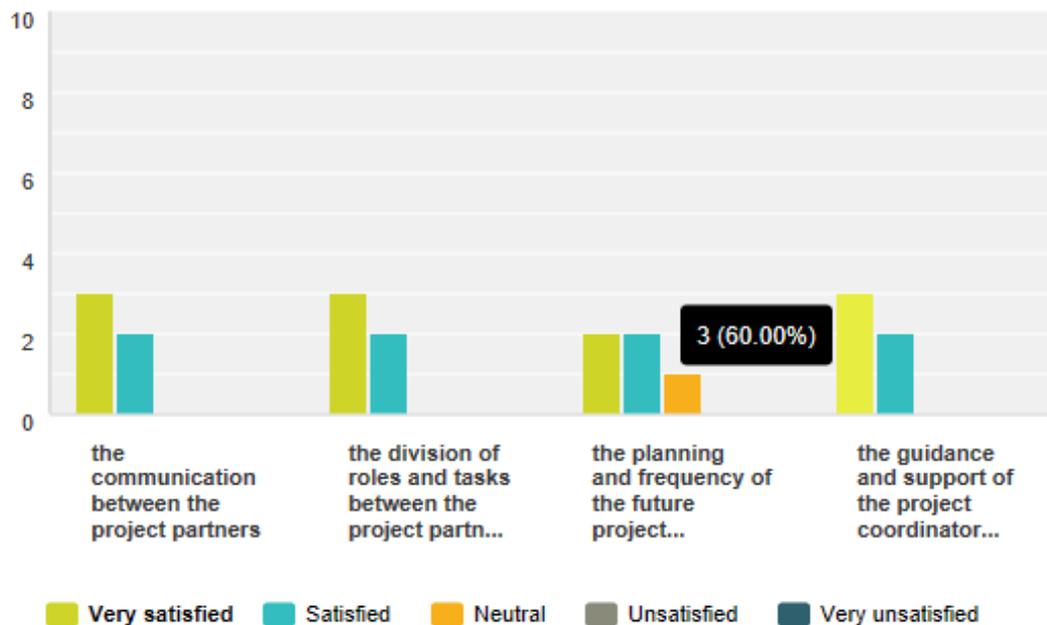
Of course it is beneficial that most of the partners already know each other from previous experiences. Due to these experiences in working together it was quite easy to divide tasks and manage expectations of each other within the project.

Just over half of the population reviewed the quality of the development with 'satisfied'. The other two participants reviewed the quality of development with 'very satisfied'. The remark that has been made states the good cooperation between the partners.

Question 9 – Statements satisfaction

Please answer the following statements. I'm satisfied with...

Answered: 5 Skipped: 0



Remarks / Explanations

The communication is set up well. Division of roles and tasks is clear so far and frequently checking in through digital video conferencing will make sure all partners are on the right track.

It was challenging finding dates everyone can agreed upon for the next meeting and the training - maybe we could set up a doodle for the remaining meetings to avoid this happening again.

The first remark that has been made can be connected to the outcomes of the statements 'The communication between the project partners', 'The division of roles and tasks between the project partners so-far' and 'The guidance and support of the project coordinator (JAITEK)'. These statements has been reviewed with 'very satisfied' by three participants and 'satisfied' by two participants. The statement 'The planning and frequency of the future project meeting(s)' has been reviewed by one participant with neutral. The second remark that has been made could be the explanation of 'neutral' as answer. Besides that is was challenging to find dates for the next meeting the suggestion has been made to set up a doodle for the upcoming meetings.

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: 5 Skipped: 0

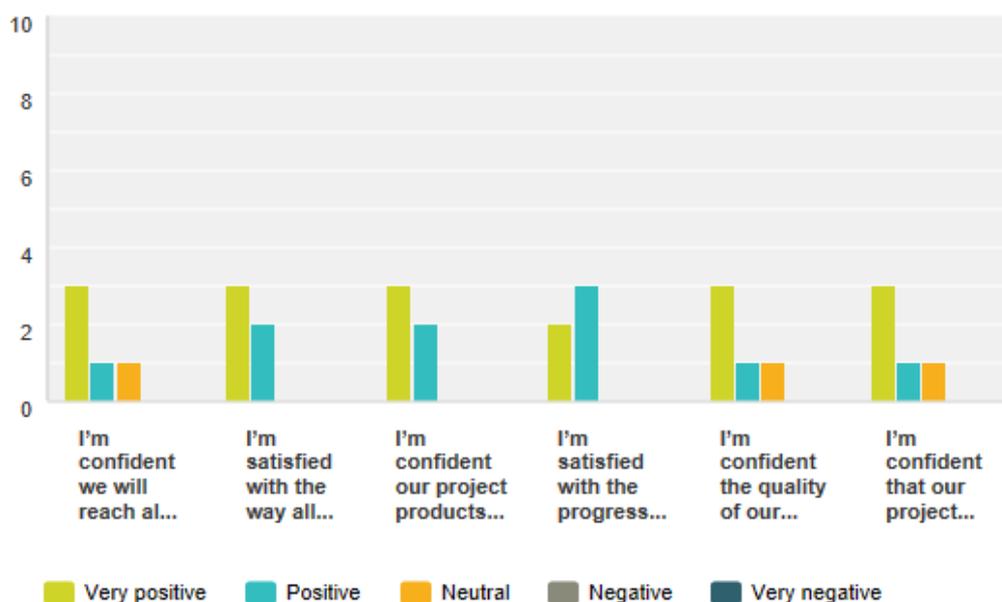
Remarks / Explanations
The project has just started. Due to the impossibility of conducting this kick-off meeting earlier (it was done with a little delay over what was initially proposed), and since it was necessary in order to establish the agreements and the schedule for the Training, this activity had to be re- scheduled. It is estimated that this does not necessarily affect the results of the project and that the agreed approach allows for its successful completion.
Generally I think that we are starting this project on the right track. A good start is essential for maintaining a high quality of the project so I am confident good things will result from this project.
The project has taken a good start.
Nice partners, everything is clear.
The disqualification of some budgets will make achieving the full project outcomes challenging calling for some innovative and novel solutions.

All five participants made a remark, three of them were very positive about the start of this project. The other two participants think that the project will be more challenging due to the disqualification of some budgets and delay of the meeting.

Question 11 – Opinions of the process and team

Please give your opinion until now, by grading the following statements:

Answered: 5 Skipped: 0



Remarks / Explanations

The partnership includes some 'new' members not already known by the rest at the beginning of the project. In despite of this, we feel that a very good basis for having a good teamwork and collaboration has been established.

I think the resources produced within this project will be very useful and the knowledge will be easily multiplied because of the fact that we are also creating resources to train teachers in the use of Flipped Teaching, which will in turn be able to teach a lot of learners in this innovative way. The project is progressing according to the expectations and I am sure the results that we will produce will be of added value in education.

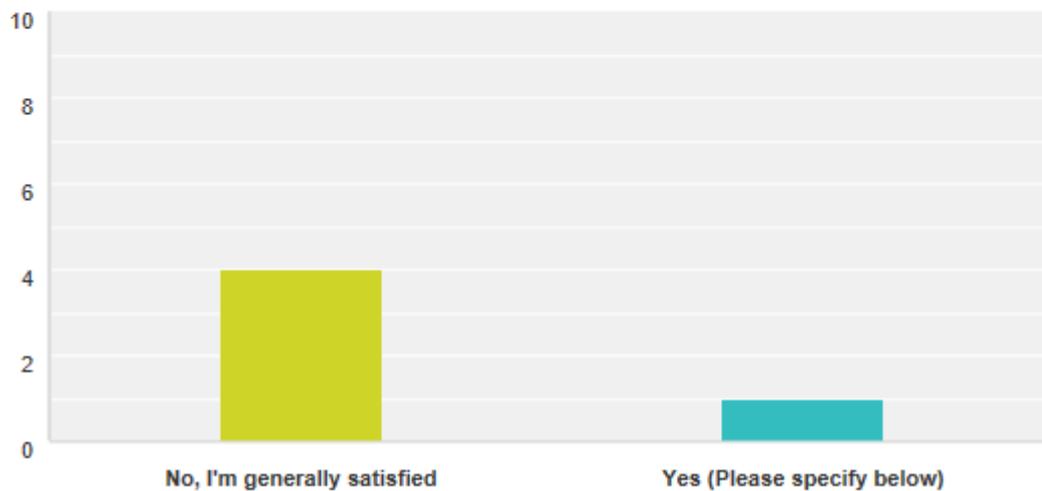
I am cautiously optimistic about the project delivering on its outcomes.

In general the grading of the six statements is positive. The statements about 'reaching project goals within period', 'quality of the project will be sufficient' and 'products of the project have an added value' are positive, but at all three statements there is one participant who filled in neutral. The third remark that is been made can be connected to the 'neutral' reviewed statement. It is not a negative remark, but a bit careful. The other three statement have been reviewed with 'positive' and 'very positive'.

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 the start phase of the FLIPPING FIRST project?

Answered: 5 Skipped: 0



Remarks / Explanations
I am satisfied and at this point I do not have any suggestions for improvement.
We could have used a flip video in advance of the meeting to introduce ourselves thereby making more effective use of being together on the first morning. Maybe this is something we could consider in future - practicing what we are advocating in our project.

Four of the five participants do not have suggestions to improve the project cooperation and/or the project results. One participant does have a suggestion to improve the project cooperation and effective use of the first morning by using a flip video to introduce all partners.

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: 5 Skipped: 0

Remarks / Explanations
That's OK!
No questions at this point.
No
N/A
No

Regarding to the additional remarks and the rest of the answers, it seems that the Kick off Meeting was a success, all topics have been discussed, the hosting organisation did great and all partners kept their promises before and during this activity. All the agreements that have been made are clear. Additional information is needed for the shared platform and details of dissemination. The rest from the participants seem to be positive about this meeting and left with a clear role and clear tasks. Some suggestions have been made about:

- More time during the meeting to work on project actions;
- Creating a doodle to plan the next meetings easier;
- And creating/using a flip introducing video by every partner.

Also the remark has been made that a participant would like to see more input from all the partners during the upcoming meetings. It was not a problem for now, because it was the first meeting. All partners seem to looking forward to the future of this project. Two of them are a bit careful about the (upcoming) process and team(work). But that can be explained by the fact that this is just the start.