

## ToWe Project Kick-off meeting Evaluation Form

Universitat Ramon Llull, Barcelona

11.11.15-13.11.15

Name: *Helen Sutherland*

Partner: *Kingston University*

Evaluation of progress made during the meeting

Goals of the Kick-off meeting:

- To set the parameters and responsibilities of the partnership
- To plan the work of the project

Please complete the questions below:

Preparatory work	Yes	No	Comments
Was sufficient information supplied before the meeting?	✓		
Was this information clear and easy to understand?	✓		
Did you achieve the tasks you were supposed to deliver before the meeting?	✓		
The meeting itself	Yes	No	Comments
Did the meeting give adequate time to introductions and finding out the background of the partners?	✓		
Did the meeting address all the aspects of the Project that you expected?	✓		
Are you satisfied that you were able to contribute to the discussion and decision making?	✓		
Did the meeting adhere to the agenda and were any changes discussed?	✓		<i>changes were discussed and agreed</i>
Were the goals of the meeting achieved?	✓		
Were some goals not met?		X	
Were the Projects presentations and discussions clear and easy to understand?	✓		
Other factors	Yes	No	Comments
Was the working environment satisfactory?	✓		<i>good to sit around table together though rather hot.</i>
Was the accommodation, food and the social element satisfactory?	✓		<i>URL worked hard to produce a well catered for event great hospitality</i>
We now know each other well (professionally)	✓		
Follow-up	Yes	No	Comments
There is a clear and reasonable timetable in place	✓		
I understand my role and that of my institution/setting in the project	✓		

1. What do you consider to be the main strengths of this project?

Working together contributing  
Sharing of ideas → discussion

2. Were there any weak points?

I am awaiting info from British Council  
so could not address all questions.  
Making sure all are included

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

Getting materials developed in  
time for translation and  
training event.

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

Thank you very much

## ToWe Project Kick-off meeting Evaluation Form

Universitat Ramon Llull, Barcelona

11.11.15-13.11.15

Name: *YASMIN MUKADAM*

Partner: *KINGSTON UNIVERSITY*

Evaluation of progress made during the meeting

Goals of the Kick-off meeting:

- To set the parameters and responsibilities of the partnership
- To plan the work of the project

Please complete the questions below:

Preparatory work	Yes	No	Comments
Was sufficient information supplied before the meeting?	✓		<i>good detail</i>
Was this information clear and easy to understand?	✓		
Did you achieve the tasks you were supposed to deliver before the meeting?	✓		
The meeting itself	Yes	No	Comments
Did the meeting give adequate time to introductions and finding out the background of the partners?	✓		
Did the meeting address all the aspects of the Project that you expected?	✓		
Are you satisfied that you were able to contribute to the discussion and decision making?	✓		
Did the meeting adhere to the agenda and were any changes discussed?	✓		
Were the goals of the meeting achieved?	✓		
Were some goals not met?		✓	
Were the Projects presentations and discussions clear and easy to understand?	✓		
Other factors	Yes	No	Comments
Was the working environment satisfactory?	✓		
Was the accommodation, food and the social element satisfactory?	✓		<i>excellent hospitality</i>
We now know each other well (professionally)	✓		
Follow-up	Yes	No	Comments
There is a clear and reasonable timetable in place	✓		
I understand my role and that of my institution/setting in the project	✓		

1. What do you consider to be the main strengths of this project?

- The professional manner of all those involved in this project.
- Clear focus on what needs to be achieved, with key dates identified

2. Were there any weak points?

This initial meeting enabled areas for discussion such as how the focus groups can be planned to support practitioners in a timely manner. A solution in answering the queries raised by practitioners was clearly discussed.

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

No problem areas - perhaps the lead from the project to keep in touch with partners in between transnational meetings at periodic times to ensure there are no particular issues not being managed

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

Periodic emails / communication by Project lead and the named problem solving 'lead' to discuss issues, such as a target not being met with the aim to resolve issues as they arrive.

Thank you very much

## ToWe Project Kick-off meeting Evaluation Form

Universitat Ramon Lull, Barcelona

11.11.15-13.11.15

Name:

Partner:

Evaluation of progress made during the meeting

Goals of the Kick-off meeting:

- To set the parameters and responsibilities of the partnership
- To plan the work of the project

Please complete the questions below:

Preparatory work	Yes	No	Comments
Was sufficient information supplied before the meeting?	X		
Was this information clear and easy to understand?	X		
Did you achieve the tasks you were supposed to deliver before the meeting?	X		Maybe I could have made a PPT.
The meeting itself	Yes	No	Comments
Did the meeting give adequate time to introductions and finding out the background of the partners?	X		Luckily some of the SPs asked for it.
Did the meeting address all the aspects of the Project that you expected?	X		not the finances
Are you satisfied that you were able to contribute to the discussion and decision making?	X		
Did the meeting adhere to the agenda and were any changes discussed?	X		
Were the goals of the meeting achieved?	X		
Were some goals not met?		X	
Were the Projects presentations and discussions clear and easy to understand?	X		
Other factors	Yes	No	Comments
Was the working environment satisfactory?	X		
Was the accommodation, food and the social element satisfactory?	X		We should have had a dinner with the Spanish SPs.
We now know each other well (professionally)	X		to some extent
Follow-up	Yes	No	Comments
There is a clear and reasonable timetable in place	X		
I understand my role and that of my institution/setting in the project	X		

1. What do you consider to be the main strengths of this project?

That there is a mutual respect built on the TODDLER-collaboration  
all partners (HEIs & SPs) seem to be motivated and committed.

2. Were there any weak points?

To reserve enough hours to the project work. This applies for HEIs as well as SPs.

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

Establishment of the Website  
The project "exists" as soon as we can refer to information of its webpage.

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

give priority to this work (website: logo, information fields, pictures)

Thank you very much

## ToWe Project Kick-off meeting Evaluation Form

Universitat Ramon Llull, Barcelona

11.11.15-13.11.15

Name:

*Yogve Rosell*

Partner:

*UIS*

Evaluation of progress made during the meeting

Goals of the Kick-off meeting:

- To set the parameters and responsibilities of the partnership
- To plan the work of the project

Please complete the questions below:

Preparatory work	Yes	No	Comments
Was sufficient information supplied before the meeting?	<input checked="" type="checkbox"/>		
Was this information clear and easy to understand?	<input checked="" type="checkbox"/>		
Did you achieve the tasks you were supposed to deliver before the meeting?	<input checked="" type="checkbox"/>		<i>The responsibility and content for the final report became clearer during the meeting.</i>
The meeting itself	Yes	No	Comments
Did the meeting give adequate time to introductions and finding out the background of the partners?	<input checked="" type="checkbox"/>		
Did the meeting address all the aspects of the Project that you expected?	<input checked="" type="checkbox"/>		<i>The content for the beginning of the project is clear - the rest is a work in progress</i>
Are you satisfied that you were able to contribute to the discussion and decision making?	<input checked="" type="checkbox"/>		<i>Yes, everyone had the ability to contribute in the discussion</i>
Did the meeting adhere to the agenda and were any changes discussed?	<input checked="" type="checkbox"/>		<i>I guess so - ch</i>
Were the goals of the meeting achieved?	<input checked="" type="checkbox"/>		
Were some goals not met?		<input checked="" type="checkbox"/>	
Were the Projects presentations and discussions clear and easy to understand?	<input checked="" type="checkbox"/>		
Other factors	Yes	No	Comments
Was the working environment satisfactory?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<i>1 bit hot :)</i>
Was the accommodation, food and the social element satisfactory?	<input checked="" type="checkbox"/>		
We now know each other well (professionally)	<input checked="" type="checkbox"/>		<i>I'm starting to know the other members</i>
Follow-up	Yes	No	Comments
There is a clear and reasonable timetable in place	<input checked="" type="checkbox"/>		
I understand my role and that of my institution/setting in the project	<input checked="" type="checkbox"/>		

1. What do you consider to be the main strengths of this project?

- The relationship between practice - theory - research .

2. Were there any weak points?

- Our common clear understanding of the research / final report  
considering what we measure and how - BUT we  
cleared that in our discussions

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

- Not now

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

Thank you very much



## ToWe Project Kick-off meeting Evaluation Form

Universitat Ramon Llull, Barcelona

11.11.15-13.11.15

Name: *Mania Gilje Torheim*  
 Partner: *UIS (University of Stavanger)*

Evaluation of progress made during the meeting

Goals of the Kick-off meeting:

- To set the parameters and responsibilities of the partnership
- To plan the work of the project

Please complete the questions below:

Preparatory work	Yes	No	Comments
Was sufficient information supplied before the meeting?	X		
Was this information clear and easy to understand?	X		
Did you achieve the tasks you were supposed to deliver before the meeting?	X		
The meeting itself	Yes	No	Comments
Did the meeting give adequate time to introductions and finding out the background of the partners?	X		
Did the meeting address all the aspects of the Project that you expected?	X		
Are you satisfied that you were able to contribute to the discussion and decision making?	X		
Did the meeting adhere to the agenda and were any changes discussed?	X		
Were the goals of the meeting achieved?	X		
Were some goals not met?	X		<i>There are some things we need to decide - specially regarding the communication -</i>
Were the Projects presentations and discussions clear and easy to understand?	X		
Other factors	Yes	No	Comments
Was the working environment satisfactory?	X		
Was the accommodation, food and the social element satisfactory?	X		
We now know each other well (professionally)	X		
Follow-up	Yes	No	Comments
There is a clear and reasonable timetable in place	X		
I understand my role and that of my institution/setting in the project	X		<i>Both yes and no - I am still a bit unsure of my role in this project</i>

*still  
 who does what?  
 and when?*

1. What do you consider to be the main strengths of this project?

\* That the toddlers wellbeing is going to be enhanced

\* Learning about new cultures

~~\*~~

2. Were there any weak points?

No, not as I can think off.

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

Even though the communication strategy is really good, we still need to find out who does what and when

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

Thank you very much

## ToWe Project Kick-off meeting Evaluation Form

Universitat Ramon Llull, Barcelona

11.11.15-13.11.15

Name: *Cristina Corcu*

Partner: *Blenquerna (URL)*

Evaluation of progress made during the meeting

Goals of the Kick-off meeting:

- To set the parameters and responsibilities of the partnership
- To plan the work of the project

Please complete the questions below:

Preparatory work	Yes	No	Comments
Was sufficient information supplied before the meeting?	✓		
Was this information clear and easy to understand?	✓		
Did you achieve the tasks you were supposed to deliver before the meeting?	✓		
The meeting itself	Yes	No	Comments
Did the meeting give adequate time to introductions and finding out the background of the partners?	✓		
Did the meeting address all the aspects of the Project that you expected?	✓		
Are you satisfied that you were able to contribute to the discussion and decision making?	✓		
Did the meeting adhere to the agenda and were any changes discussed?	✓		
Were the goals of the meeting achieved?	✓		
Were some goals not met?		X	
Were the Projects presentations and discussions clear and easy to understand?	✓		
Other factors	Yes	No	Comments
Was the working environment satisfactory?	✓		
Was the accommodation, food and the social element satisfactory?	✓		
We now know each other well (professionally)	✓		
Follow-up	Yes	No	Comments
There is a clear and reasonable timetable in place	✓		
I understand my role and that of my institution/setting in the project	✓		

1. What do you consider to be the main strengths of this project?

- Collaboration HEIs + settings
- Interest of all partners involved in making the most of the project.
- Flexibility regarding implementation of strategies + training in settings.

2. Were there any weak points?

/

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

/

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

/

Thank you very much - Thank you for your hard work!  
It's a pleasure to work with the  
KU team! 😊

## ToWe Project Kick-off meeting Evaluation Form

Universitat Ramon Llull, Barcelona

11.11.15-13.11.15

Name: CARME FLORES

Partner: URL

Evaluation of progress made during the meeting

Goals of the Kick-off meeting:

- To set the parameters and responsibilities of the partnership
- To plan the work of the project

Please complete the questions below:

Preparatory work	Yes	No	Comments
Was sufficient information supplied before the meeting?	✓		
Was this information clear and easy to understand?	✓		
Did you achieve the tasks you were supposed to deliver before the meeting?	✓		We prepared 3 ppt presentations (2 interactive)
The meeting itself	Yes	No	Comments
Did the meeting give adequate time to introductions and finding out the background of the partners?	✓		And it was very relevant + important.
Did the meeting address all the aspects of the Project that you expected?	✓		
Are you satisfied that you were able to contribute to the discussion and decision making?	✓		
Did the meeting adhere to the agenda and were any changes discussed?	✓		
Were the goals of the meeting achieved?	✓		
Were some goals not met?		✓	
Were the Projects presentations and discussions clear and easy to understand?	✓		
Other factors	Yes	No	Comments
Was the working environment satisfactory?	✓		Very much
Was the accommodation, food and the social element satisfactory?	✓		
We now know each other <u>well</u> (professionally)	✓		Some partners already known.
Follow-up	Yes	No	Comments
There is a clear and reasonable timetable in place	✓		
I understand my role and that of my institution/setting in the project	✓		

1 on dissemination strategy)  
→ This created a wonderful working atmosphere

1. What do you consider to be the main strengths of this project?

The umbrella concept being developed through some focus (children's voices, <sup>(wellbeing)</sup> early languages, toddler's mealtimes) and how it can be useful for practitioners' reflective practice and eventually to Toddler's wellbeing!!

2. Were there any weak points?

We need some answers from the British Council in relation to finances and other details, but the coordinating partner is having a meeting in a week to get information on the matter so that we can know more very soon.

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

No! not at the moment.

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

—

Thank you very much

Thank you!

## ToWe Project Kick-off meeting Evaluation Form

Universitat Ramon Llull, Barcelona

11.11.15-13.11.15

Name: *ANGELS GAS*

Partner: *URL - Blanquerna*

Evaluation of progress made during the meeting

Goals of the Kick-off meeting:

- To set the parameters and responsibilities of the partnership
- To plan the work of the project

Please complete the questions below:

Preparatory work	Yes	No	Comments
Was sufficient information supplied before the meeting?	<input checked="" type="checkbox"/>		
Was this information clear and easy to understand?	<input checked="" type="checkbox"/>		
Did you achieve the tasks you were supposed to deliver before the meeting?	<input checked="" type="checkbox"/>		
The meeting itself	Yes	No	Comments
Did the meeting give adequate time to introductions and finding out the background of the partners?	<input checked="" type="checkbox"/>		
Did the meeting address all the aspects of the Project that you expected?	<input checked="" type="checkbox"/>		
Are you satisfied that you were able to contribute to the discussion and decision making?	<input checked="" type="checkbox"/>		
Did the meeting adhere to the agenda and were any changes discussed?	<input checked="" type="checkbox"/>		
Were the goals of the meeting achieved?	<input checked="" type="checkbox"/>		
Were some goals not met?		<input checked="" type="checkbox"/>	
Were the Projects presentations and discussions clear and easy to understand?	<input checked="" type="checkbox"/>		
Other factors	Yes	No	Comments
Was the working environment satisfactory?	<input checked="" type="checkbox"/>		
Was the accommodation, food and the social element satisfactory?	<input checked="" type="checkbox"/>		
We now know each other well (professionally)	<input checked="" type="checkbox"/>		
Follow-up	Yes	No	Comments
There is a clear and reasonable timetable in place	<input checked="" type="checkbox"/>		
I understand my role and that of my institution/setting in the project	<input checked="" type="checkbox"/>		

1. What do you consider to be the main strengths of this project?

· Collaboration H&S and settings

2. Were there any weak points?

no

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

no

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

✓

Thank you very much



## ToWe Project Kick-off meeting Evaluation Form

Universitat Ramon Llull, Barcelona

11.11.15-13.11.15

Name: *Alison McGee*

Partner: *Achieving for Children*

Evaluation of progress made during the meeting

Goals of the Kick-off meeting:

- To set the parameters and responsibilities of the partnership
- To plan the work of the project

Please complete the questions below:

Preparatory work	Yes	No	Comments
Was sufficient information supplied before the meeting?	✓		
Was this information clear and easy to understand?	✓		
Did you achieve the tasks you were supposed to deliver before the meeting?	✓		
The meeting itself	Yes	No	Comments
Did the meeting give adequate time to introductions and finding out the background of the partners?	✓		<i>Glad to have included in the afternoon.</i>
Did the meeting address all the aspects of the Project that you expected?	✓		<i>I.O.s outlined + responsibilities + action made clear.</i>
Are you satisfied that you were able to contribute to the discussion and decision making?	✓		<i>Yes - openness + honesty stressed as key to success</i>
Did the meeting adhere to the agenda and were any changes discussed?	✓		<i>All agenda points covered</i>
Were the goals of the meeting achieved?	✓		<i>Project outlined as expected</i>
Were some goals not met?	<del>✓</del>	✓	<i>All met - good to summarise at each stage of the process</i>
Were the Projects presentations and discussions clear and easy to understand?	✓		<i>All well presented.</i>
Other factors	Yes	No	Comments
Was the working environment satisfactory?	✓		<i>A little warm at times but refreshments provided v. welcome.</i>
Was the accommodation, food and the social element satisfactory?	✓		<i>Exceptional! Many thanks for hospitality + care shown to meet all needs.</i>
We now know each other well (professionally)	✓	—	<i>A v. professional + friendly group</i>
Follow-up	Yes	No	Comments
There is a clear and reasonable timetable in place	✓		<i>Desire to work well together sensed.</i>
I understand my role and that of my institution/setting in the project	✓		

*This was facilitated by regular break times, good lunch time + v. well-organised evenings in v. pleasant surroundings.*

1. What do you consider to be the main strengths of this project?

There is a shared understanding, (I feel) of the aim of the project and a belief that it will be worthwhile. All in the group have a keen desire to succeed it appears. Detailed outline + clarity of purpose has been provided..

2. Were there any weak points?

Not a weak point but in future projects possibly have the introduction + background in the first a.m session to set the context..

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

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

Thank you very much

It is such an exciting project and I am so pleased to be involved in this worthwhile opportunity to share practice with other entrusted professionals!

Thank you for such a fantastic 'kick off'!

## ToWe Project Kick-off meeting Evaluation Form

Universitat Ramon Llull, Barcelona

11.11.15-13.11.15

Name: *Ingrid Ekeland Andersen*

Partner: *Sandvedhaugen barnehage - Sandnes kommune*

Evaluation of progress made during the meeting

Goals of the Kick-off meeting:

- To set the parameters and responsibilities of the partnership
- To plan the work of the project

Please complete the questions below:

Preparatory work	Yes	No	Comments
Was sufficient information supplied before the meeting?	X		
Was this information clear and easy to understand?	X		
Did you achieve the tasks you were supposed to deliver before the meeting?	X		
The meeting itself	Yes	No	Comments
Did the meeting give adequate time to introductions and finding out the background of the partners?	X		
Did the meeting address all the aspects of the Project that you expected?	X		
Are you satisfied that you were able to contribute to the discussion and decision making?		X	<i>much details</i>
Did the meeting adhere to the agenda and were any changes discussed?	X		
Were the goals of the meeting achieved?	X		
Were some goals not met?		X	
Were the Projects presentations and discussions clear and easy to understand?	X		
Other factors	Yes	No	Comments
Was the working environment satisfactory?		X	
Was the accommodation, food and the social element satisfactory?	X		
We now know each other well (professionally)	X		
Follow-up	Yes	No	Comments
There is a clear and reasonable timetable in place	X		<i>looking forward to summary</i>
I understand my role and that of my institution/setting in the project	X		

1. What do you consider to be the main strengths of this project?

Making a structural project plan.

2. Were there any weak points?

Many details but maybe it was important.

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

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

Thank you very much

## ToWe Project Kick-off meeting Evaluation Form

Universitat Ramon Llull, Barcelona

11.11.15-13.11.15

Name: *Gudrun Skancke Fjosem*

Partner: *Sandnes*

Evaluation of progress made during the meeting

Goals of the Kick-off meeting:

- To set the parameters and responsibilities of the partnership
- To plan the work of the project

Please complete the questions below:

Preparatory work	Yes	No	Comments
Was sufficient information supplied before the meeting?	X		
Was this information clear and easy to understand?	X		
Did you achieve the tasks you were supposed to deliver before the meeting?	X		
The meeting itself	Yes	No	Comments
Did the meeting give adequate time to introductions and finding out the background of the partners?	X		
Did the meeting address all the aspects of the Project that you expected?	X		
Are you satisfied that you were able to contribute to the discussion and decision making?	X		
Did the meeting adhere to the agenda and were any changes discussed?	X		
Were the goals of the meeting achieved?	X		
Were some goals not met?	X		
Were the Projects presentations and discussions clear and easy to understand?	X		
Other factors	Yes	No	Comments
Was the working environment satisfactory?	X		
Was the accommodation, food and the social element satisfactory?	X		
We now know each other well (professionally)	X		<i>Nice meeting you all 😊</i>
Follow-up	Yes	No	Comments
There is a clear and reasonable timetable in place	X		
I understand my role and that of my institution/setting in the project	X		

1. What do you consider to be the main strengths of this project?

2. Were there any weak points?

No

*out of*  
I think we find things during the meeting.  
*have the same*  
It is important to have understanding  
of the aims and goals.

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

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

Thank you very much

## ToWe Project Kick-off meeting Evaluation Form

Universitat Ramon Llull, Barcelona

11.11.15-13.11.15

Name: NATALIA TURNO

Partner: PETITA ESCOLA

Evaluation of progress made during the meeting

Goals of the Kick-off meeting:

- To set the parameters and responsibilities of the partnership
- To plan the work of the project

Please complete the questions below:

Preparatory work	Yes	No	Comments
Was sufficient information supplied before the meeting?	X		
Was this information clear and easy to understand?	X		Sometimes I got a bit lost, but Bougerna helped to understand.
Did you achieve the tasks you were supposed to deliver before the meeting?	X		
The meeting itself	Yes	No	Comments
Did the meeting give adequate time to introductions and finding out the background of the partners?	X		
Did the meeting address all the aspects of the Project that you expected?	X		
Are you satisfied that you were able to contribute to the discussion and decision making?	X		
Did the meeting adhere to the agenda and were any changes discussed?	X		
Were the goals of the meeting achieved?	X		
Were some goals not met?		X	
Were the Projects presentations and discussions clear and easy to understand?	X		
Other factors	Yes	No	Comments
Was the working environment satisfactory?	X		it was really comfortable.
Was the accommodation, food and the social element satisfactory?	X		
We now know each other well (professionally)	X		
Follow-up	Yes	No	Comments
There is a clear and reasonable timetable in place	X		
I understand my role and that of my institution/setting in the project	X		

1. What do you consider to be the main strengths of this project?

This is a project that helps the practitioners and early learners to learn and improve. It's an enhancing project. To know other realities in other countries. Be able to visit other settings makes this experience really interesting.

2. Were there any weak points?

Probably the understanding english in some moments.

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

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

Thank you very much



## ToWe Project Kick-off meeting Evaluation Form

Universitat Ramon Llull, Barcelona

11.11.15-13.11.15

Name: *SÍLVIA TURMO*

Partner: *PETITA ESCOLA*

Evaluation of progress made during the meeting

Goals of the Kick-off meeting:

- To set the parameters and responsibilities of the partnership
- To plan the work of the project

Please complete the questions below:

Preparatory work	Yes	No	Comments
Was sufficient information supplied before the meeting?	<i>X</i>		
Was this information clear and easy to understand?	<i>X</i>		<i>Some words or symbols were difficult to understand before meeting.</i>
Did you achieve the tasks you were supposed to deliver before the meeting?	<i>X</i>		
The meeting itself	Yes	No	Comments
Did the meeting give adequate time to introductions and finding out the background of the partners?	<i>X</i>		
Did the meeting address all the aspects of the Project that you expected?	<i>X</i>		
Are you satisfied that you were able to contribute to the discussion and decision making?	<i>X</i>		
Did the meeting adhere to the agenda and were any changes discussed?	<i>X</i>		
Were the goals of the meeting achieved?	<i>X</i>		
Were some goals not met?		<i>X</i>	
Were the Projects presentations and discussions clear and easy to understand?	<i>X</i>		<i>Free to ask for repetition or explanation. Comfortable environment</i>
Other factors	Yes	No	Comments
Was the working environment satisfactory?	<i>X</i>		
Was the accommodation, food and the social element satisfactory?	<i>X</i>		
We now know each other well (professionally)	<i>X</i>		
Follow-up	Yes	No	Comments
There is a clear and reasonable timetable in place	<i>X</i>		
I understand my role and that of my institution/setting in the project	<i>X</i>		

1. What do you consider to be the main strengths of this project?

The "topic" we work on is so interesting and exciting for us, early learners' practitioners!

It's really useful to enhance our <sup>daily</sup> practice at school.

The opportunity to visit other institutions and learn from them.  
To be in touch with universities and their latest research.

Work ~~in~~ in a European team.

2. Were there any weak points?

. The idiomatic difficulties may make us work slower...

. The fact that some schools do not have an additional language made it difficult for them to understand the concept.

(No big problems anywhere!)

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

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

Thank you very much

Thank you!

See you soon!

## ToWe Project Kick-off meeting Evaluation Form

Universitat Ramon Llull, Barcelona

11.11.15-13.11.15

Name: **HIREIA MIRALPEIX ANGLERILL**

Partner: **NAS BALMANYA (SUORA)**

Evaluation of progress made during the meeting

Goals of the Kick-off meeting:

- To set the parameters and responsibilities of the partnership
- To plan the work of the project

Please complete the questions below:

Preparatory work	Yes	No	Comments
Was sufficient information supplied before the meeting?	X		- We feel a little lost but it's why is the first time we do something like that.
Was this information clear and easy to understand?	X		
Did you achieve the tasks you were supposed to deliver before the meeting?	X		
The meeting itself	Yes	No	Comments
Did the meeting give adequate time to introductions and finding out the background of the partners?	X		
Did the meeting address all the aspects of the Project that you expected?	X		
Are you satisfied that you were able to contribute to the discussion and decision making?	X		
Did the meeting adhere to the agenda and were any changes discussed?	X		
Were the goals of the meeting achieved?	X		
Were some goals not met?		X	
Were the Projects presentations and discussions clear and easy to understand?	X		
Other factors	Yes	No	Comments
Was the working environment satisfactory?	X		SO MUCH! ☺
Was the accommodation, food and the social element satisfactory?	X		
We now know each other well (professionally)	X		
Follow-up	Yes	No	Comments
There is a clear and reasonable timetable in place	X		
I understand my role and that of my institution/setting in the project	X		

1. What do you consider to be the main strengths of this project?

→ Try all the theories that we think is the best for the wellbeing of toddlers in the real places (in the settings).

2. Were there any weak points?

For me the language for that moment. I'll work for not to be my ~~weak~~ weak point.

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

No, I think we have talked about all that ~~should~~ could be a problem.

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

- Get all of us in contact for our questions/problems/preoccupations...
- We have to be a VERY GOOD TEAM!

Thank you very much

## ToWe Project Kick-off meeting Evaluation Form

Universitat Ramon Llull, Barcelona

11.11.15-13.11.15

Name: M. ANGELS DOHENECH POU

Partner: MAS BALHANYA (SUARA)

Evaluation of progress made during the meeting

Goals of the Kick-off meeting:

- To set the parameters and responsibilities of the partnership
- To plan the work of the project

Please complete the questions below:

Preparatory work	Yes	No	Comments
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Was this information clear and easy to understand?	X		
Did you achieve the tasks you were supposed to deliver before the meeting?	X		
The meeting itself	Yes	No	Comments
Did the meeting give adequate time to introductions and finding out the background of the partners?	X		
Did the meeting address all the aspects of the Project that you expected?	X		
Are you satisfied that you were able to contribute to the discussion and decision making?	X		
Did the meeting adhere to the agenda and were any changes discussed?	X		
Were the goals of the meeting achieved?	X		
Were some goals not met?		X	
Were the Projects presentations and discussions clear and easy to understand?	X		
Other factors	Yes	No	Comments
Was the working environment satisfactory?	X		
Was the accommodation, food and the social element satisfactory?	X		
We now know each other well (professionally)	X		
Follow-up	Yes	No	Comments
There is a clear and reasonable timetable in place	X		
I understand my role and that of my institution/setting in the project	X		

1. What do you consider to be the main strengths of this project?

• Collaborative HEIS amb settings

2. Were there any weak points?

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

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

Thank you very much