



Retroactive Assessment of the CONVIVIUM Kick-off Meeting

Survey Designer

Eulália Marques

ORCID: [0000-0001-6001-0583](https://orcid.org/0000-0001-6001-0583)

Survey Author

Carmen Soares

ORCID: [0000-0003-3005-4635](https://orcid.org/0000-0003-3005-4635)

Summary Author

Nelson Ferreira

ORCID: [0000-0003-2637-3211](https://orcid.org/0000-0003-2637-3211)

Revision

Pedro León

ORCID: [0000-0002-5712-996X](https://orcid.org/0000-0002-5712-996X)

DOI: [10.5281/zenodo.17413544](https://doi.org/10.5281/zenodo.17413544)

Table of Contents

Survey Rationale	3
Google Form	5
Survey Results Summary and Analysis	19
Survey Responses	21

Kick-off meeting SURVEY

Rationale for this survey

The purpose of this form is twofold: (1) to assess the kick-off meeting of the CONVIVIUM project and (2) to serve as a foundational example for the evaluation of future activities, while refining and evolving the process of monitoring Key Performance Indicators (KPIs).

The CONVIVIUM kick-off meeting aimed to strengthen cooperative efforts across the 6 countries represented, setting the stage for collaboration and alignment, fostering synergy among WP and Task teams, and ensuring a solid foundation for the project's activities.

This form enables us to evaluate the effectiveness of the meeting in achieving its defined objectives, including promoting unity among partners, introducing the project's goals, and establishing a shared understanding of its tasks. By analysing the results, we can determine the extent to which the meeting fulfilled its goals and identify areas for improvement.

This form is also intended to act as a learning tool for refining our approach to project assessment. It allows us to define and critique the use of KPIs in this context, identifying gaps or limitations that can be addressed in future iterations. This iterative process will help ensure that our evaluations remain relevant and actionable throughout the project.

The rationale for this approach is rooted in the critical role of KPIs as measurable benchmarks for tracking progress and ensuring alignment with the project's overarching goals. By using this form to assess the kick-off meeting, we can:

- Establish a structured framework for evaluating future activities;
- Gather insights that will enhance the planning and execution of upcoming activities, meetings, and phases of the CONVIVIUM project;
- Evaluate the extent to which the meeting facilitated collaboration and mutual understanding among partners. Specifically, it will assess:
 - How effectively participants learned about each other's expertise, contributions, and resources;
 - Whether challenges or needs that may be addressed through collaboration were identified;
 - Whether opportunities for cooperation between partners in fulfilling the project's tasks and objectives were identified;
 - To what extent the kick-off meeting matched partners' expectations.

Google form

This survey aims:

- 1) to ascertain the degree of satisfaction with the organisation of the kick-off meeting (21-23 Jan., 2025) in order to improve and promote future events;
- 2) to provide a roadmap for enhancing assessments and adapting our KPIs for future developments.

This is a stepping stone for continuous improvement, meant to ensure that CONVIVIUM remains adaptable, goal-oriented, and effective throughout its lifecycle.

This survey is divided into 4 sections. We therefore ask you to answer each question according to your experience, and invite you to share your thoughts in the observations/comments sections.

NB: when you did not attend an activity, please tick the option NOT APPLICABLE

Section I - Expectations and satisfaction with organisation

1) Tuesday, 21

1.1) Welcoming Session

This moment was relevant for contextualizing the meeting and the development of the project.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X
Observations/Comments:					

1.2) European Commission Officer

This moment was insightfully important to inform the partners of the administrative procedures and responsibilities assumed with the European Commission.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

Observations/Comments:

1.3) Partners Presentation

This moment was insightfully important to the project.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

Observations/Comments:

1.4) Amphitheatre III

This room was adequate and well-prepared for the meeting.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

Observations/Comments:

1.5) Lunch

a) The place where lunch took place was adequate.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

b) The food served was adequate.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

c) This moment was useful for networking between the partners.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

Observations/Comments:

1.6) General Assembly

a) The agenda and the discussion matched my expectations as a member of the General Assembly.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

b) The time allotted to the meeting was adequate.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

c) This meeting took place in a proper space.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

Observations/Comments:

1.7) Guided Visit to the UNESCO World Heritage Site “University of Coimbra, Alta and Sofia” – part I: the Alta area (Coimbra Uptown)

This moment was useful and relevant for understanding the exploration of the sites in the project developments.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

Observations/Comments:

1.8) Coffee & Teatime: planning the Closure Session

This moment was important to promote effective team building between the partners.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

Observations/Comments:

—

2) Wednesday, 22

2.1) Transversal management, scientific guidance, and communication WPs

a) WP1 (University of Coimbra)

This moment was insightfully relevant to the project development.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

b) WP2 (LYFE Institute)

This moment was insightfully relevant to the project development.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

c) WP9 (University of Gdańsk)

This moment was insightfully relevant to the project development.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

Observations/Comments:

2.2) Problem-solving WPs (general presentation)

a) WP3 & WP4: Promoting more resilient, diverse, and adaptable cultural food landscapes. (University of Paris I)

This moment was insightfully relevant to the project development.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

b) WP5 & WP6: Promoting human creativity and awareness of human-nature connections through food. (University of Utrecht)

This moment was insightfully relevant to the project development.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

c) **WP7 & WP8: Promoting food heritage through new methodological and technological approaches. (Museum Nord & Oslo Metropolitan University)**

This moment was insightfully relevant to the project development.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

Observations/Comments:

2.3) Lunch

a) The place where lunch took place was adequate.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

b) The food served was adequate.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

c) This moment was useful for networking between the partners.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

Observations/Comments:

2.4) Souselas wine cooperative

a) The bus trip was pleasant.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

b) The cooperative visit was useful and relevant to the project.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

Observations/Comments:

2.5) Bairrada Wine Museum

a) The bus trip was pleasant.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

b) The museum visit was useful and relevant to the project.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

Observations/Comments:

2.6) Architecture and design prototype solutions & Cultural events and solution exhibitions (workshops)

a) Reframing (Viti)cultural Landscapes. (University of Paris I & Sérgio Rebelo Atelier)

This moment was insightfully important to the project.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

b) Intercropping Revisited (University of Paris I & Campo Adentro Association)

This moment was insightfully important to the project.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

c) The Convivial Table (LYFE Institute & Campo Adentro Association)

This moment was insightfully important to the project.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

d) Convivial Foodscapes Exhibition (Campo Adentro Association & LYFE Institute)

This moment was insightfully important to the project.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

e) The space where the workshops took place was adequate and well-prepared.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

Observations/Comments:

—

3) Thursday, 23

3.1) The Coimbra Municipal Market (visit and shopping for food supplies)

This moment was insightfully important to the project.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

Observations/Comments:

3.2) Intercultural organisational model solutions for local communities (Workshops)

a) Surplus Table (Circular Ways & Oslo Metropolitan University)

This moment was insightfully important to the project.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

b) Food Heritage Dialogues (Nord Universitet & Oslo Metropolitan University)

This moment was insightfully important to the project.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

c) The place where the workshops took place was adequate and well-prepared.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

Observations/Comments:

3.3) Guided Visit to the UNESCO World Heritage Site “University of Coimbra, Alta and Sofia” – part II: the Sofia area (Coimbra Downtown)

This moment was useful and relevant to the project.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

Observations/Comments:

3.4) Lunch

a) The place where lunch took place was adequate.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

b) The food served was adequate.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

c) This moment was useful for networking between the partners.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

Observations/Comments:

3.5) Digital Solutions (Workshops)

a) Reconfiguring UNESCO Heritage Buildings through Food Heritage. (University of Coimbra & WePlan)

This moment was insightfully important to the project.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

b) AR Food Heritage Trails (Museum NORD)

This moment was insightfully important to the project.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

c) Family Food Heritage: Where the Future Begins (University of Coimbra)

This moment was insightfully important to the project.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

Observations/Comments:

3.6) Project overview: interconnections between WPs, deliverables, and milestones

This moment was insightfully important to the project.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

Observations/Comments:

3.7) Rua Ferreira Borges, 17

The space where the two last activities took place (3.5 and 3.6) was adequate and well-prepared.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

Observations/Comments:

3.8) Closing session: CONVIVIUM Team cooking & eating together (team-building activity)

a) This moment was insightfully important to the project.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

b) This moment was useful for networking between the partners.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

c) The cooking space at the School of Hospitality and Tourism of Coimbra was adequate, well-equipped, and supported by a professional team.

Strongly disagree	Disagree	Neutral	Agree	Strongly agree	Not Applicable
1	2	3	4	5	X

Observations/Comments:

General assessment

a) Was the information provided before the meeting clear and sufficient?

Yes No Partially

Please provide information to help us understand why your answer is NO or PARTIALLY:

b) Did the meeting agenda align with your expectations for the event?

Yes No Partially

Please provide information to help us understand why your answer is NO or PARTIALLY:

Section II: Opportunities for collaborations not previously identified**1) To what extent do you feel there are opportunities for your institution to support other partners in fulfilling project tasks?**

No opportunities	Very few opportunities	Some opportunities	Significant opportunities	Abundant opportunities	Not Applicable
1	2	3	4	5	X

2) Do you believe that the kick-off meeting facilitated discussions on collaboration opportunities?

YesNoPartially

Please provide information to help us understand why your answer is NO or PARTIALLY:

3) Are you aware of specific tasks or objectives where your team could assist other partners?

YesNo

Please provide information to help us understand why your answer is NO:

4) How effectively do you think the meeting identified areas for mutual support among partners?

Not effective	Minimally effective	Moderately effective	Effective	Very effective	Not Applicable
1	2	3	4	5	X

Section III: Identification of Challenges or Needs

1) How effectively were challenges or needs related to the project discussed during the meeting?

Not effective	Minimally effective	Moderately effective	Effective	Very effective	Not Applicable
1	2	3	4	5	X

2) Did you have the opportunity to share any challenges or needs that your team is facing?

Yes

No

Please provide information to help us understand why your answer is NO:

3) Do you feel confident that the identified challenges or needs can be addressed through collaboration?

Not confident	Minimally confident	Neutral	Confident	Very confident	Not Applicable
1	2	3	4	5	X

4) Were any unexpected challenges or needs brought to light during the discussions?

Yes

No

Please provide information to help us to understand why your answer is YES:

Section IV: Identification of Challenges or Needs

1) How well do you feel you learned about the expertise and contributions of other partners?

Poorly	Very little	Adequately	Well	Very well	Not Applicable
1	2	3	4	5	X

2) Did the meeting provide enough opportunities for partners to share their resources and expertise?

Yes

No

Please provide information to help us to understand why your answer is NO:

3) To what extent do you feel you can leverage the expertise of other partners for future project tasks?

Not at all	To a small extent	To some extent	To a large extent	Fully	Not Applicable
1	2	3	4	5	X

4) Were the presentations or discussions helpful in understanding the roles and resources of other teams?

Yes

No

Please provide information to help us to understand why your answer is NO:

Section V: Open comments

If you have any topics related to your satisfaction with the organisation of the kick-off meeting or your thoughts on future activities, please share them here.

Kick-off meeting

Survey Results Summary and Analysis

Expectations and Satisfaction with Organisation

Welcoming Session:

Participants appreciated the cohesion and understanding of interaction among groups, although applied technical resources needed improvement.

European Commission Officer Presentation:

Several attendees felt that the presentation length was excessive due to repetition from previous meetings, with issues in audio quality being widely reported.

Partners Presentation:

There was a recognition of the importance of understanding all dimensions of the project, although some missed parts due to late arrivals.

Identification of Challenges or Needs

Challenges Discussion:

Respondents expressed a high level of confidence that identified challenges could be tackled collaboratively.

Mutual Support and Collaboration Opportunities:

There was a consensus on needing more time to explore mutual support areas and collaboration opportunities.

Opportunities for Collaboration

The survey reflects a perception of significant opportunities for institutional support towards other partners, though some expressed a desire for more time dedicated to exploring this possibility.

Key Observations from Open Comments

The open comments revealed positive remarks about the overall meeting time and place, as well as the networking opportunities presented by social and informal engagement activities.

Key Performance Indicators

The kick-off meeting and the subsequent survey did not explicitly provide distinct **KPIs**. However, possible **KPIs** can be inferred from the survey data based on satisfaction, clarity in communication, and effectiveness in meeting goals like networking, collaboration, and identification of challenges. Below are some **KPI** observations:

- Satisfaction with Event Organisation: Measured by the responses to questions on expectations and the overall execution of the meeting.
- Clarity of Information Provided: Assessed from the feedback on how well the meeting agenda and content resonated with participant expectations.
- Effectiveness of Collaboration Opportunities: Evaluated based on the reported ability to identify and act on mutual support and collaboration opportunities during the meeting.

Conclusion

Overall, the survey results indicate a generally positive reception of the meeting, with specific feedback on areas to improve for future events, such as technical coordination and session structuring.

This exploratory survey also identified 3 KPIs that shall be applied to future events organised within CONVIVIUM actions.

20 responses

[View in Sheets](#)

Summary

Question

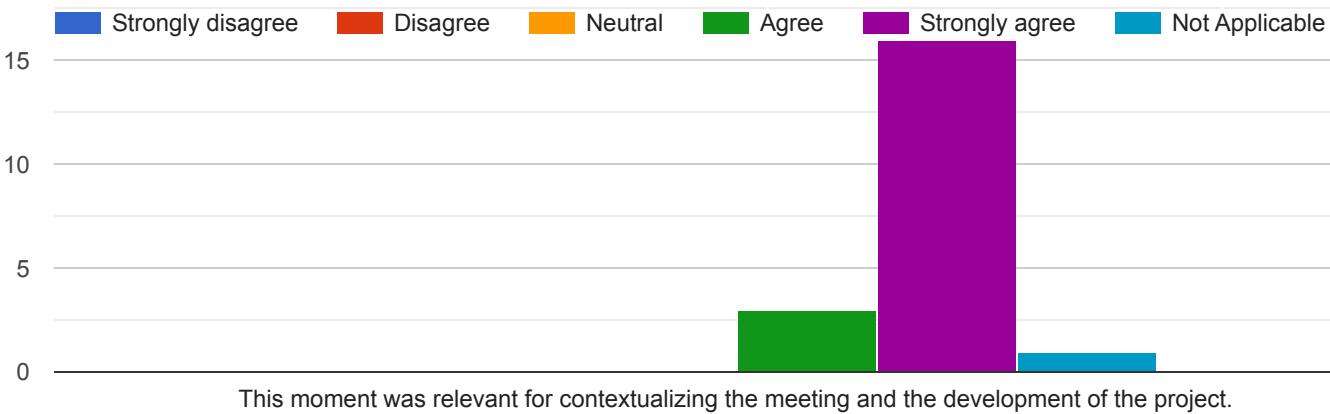
Individual

Section I - Expectations and satisfaction with organisation

1) Tuesday, 21

1.1) Welcoming Session

[Copy chart](#)



6 responses

Helpful for us all to see cohesion and understand how different groups and projects can interact.

Technical solutions should always be in place and well tested.

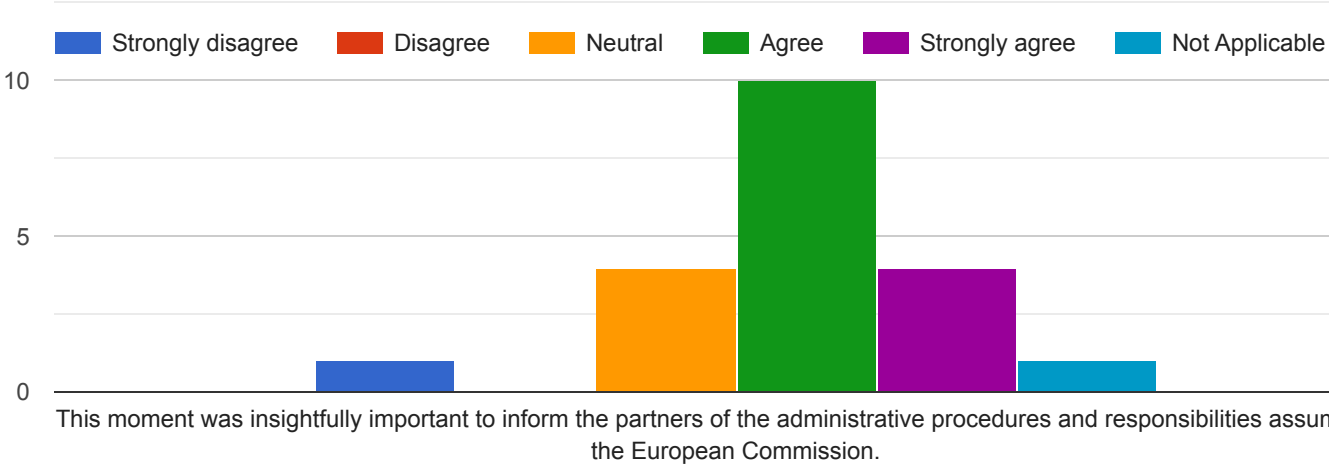
Our coordinator warmly welcomed all participants and the representative of the Rectorate highlighted the importance of international collaboration and the impact of the project on the university and the academic community, showing all full involvement and pride in a project with international scope and importance.

The schedules were strictly followed.

I was not arrived yet.

sorry that the tec did not work so well

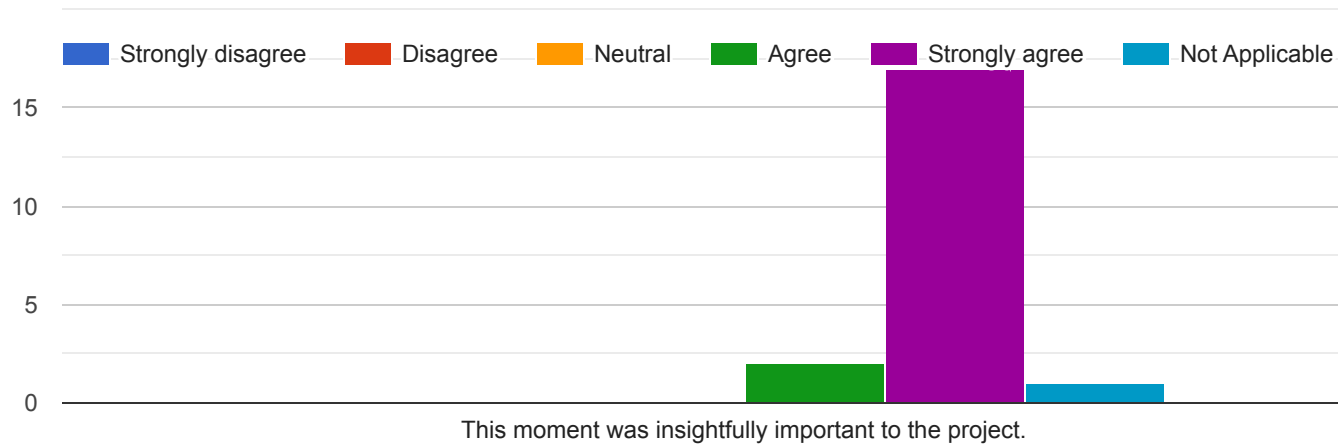
1.2) European Commission Officer



9 responses

- the presentation could have been shorter as most of the information was already given in the online kick-off meeting. Problems with sound on the officer's side
- It felt like most of this information was repeated from prior discussions, so it could have been much shorter, as it felt a bit dry for the beginning session.
- Technical solutions need to be in place.
- The ECO intervention was quite enlightening, as it is important to understand the complexity of these projects and the responsibility of all of us in their execution.
- Internet connection issues compromised the complete presentation of the EC Officer
- There were some issues with the sound, but the materials can be consulted.
- I was not arrived yet.
- Trouble during the presentation was disturbing

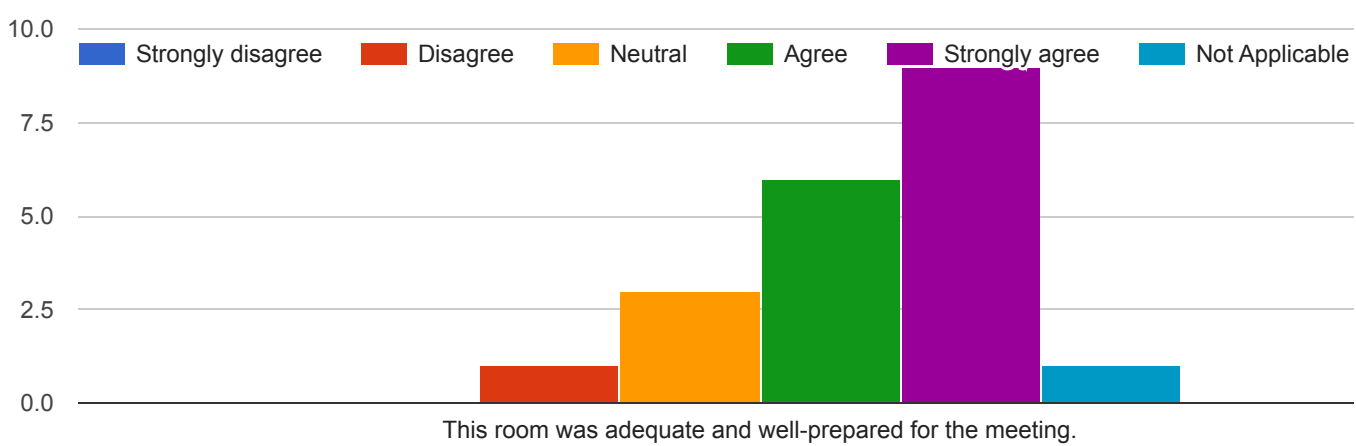
1.3) Partners Presentation



2 responses

- Although each of us participates in small parts of a whole, it is crucial to know all the dimensions of the project and its leaders and partners.
- I was not arrived yet.

1.4) Amphitheatre III

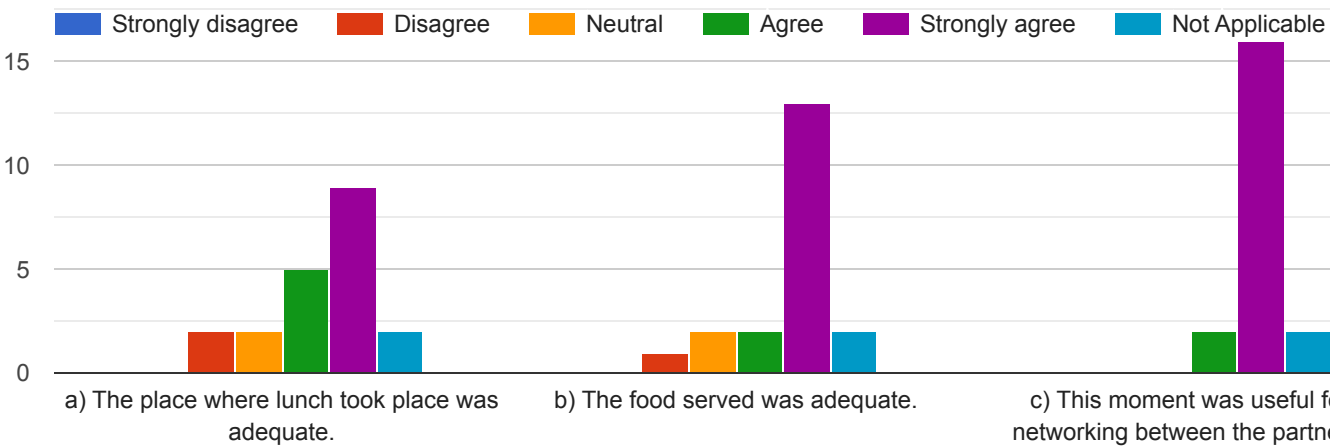


4 responses

- Very nice space, and the coffee and snack corner was a good idea- although we should have announced to wait until breaks to make coffee as the machine was loud and sometimes interrupted speakers.
- The comfort conditions in the amphitheater proved to be challenging, as the wooden seats, due to their rigidity, proved to be quite uncomfortable throughout the session.
- A few problems with internet and trnsmission
- execpt for tec so nice room and very generous with snacks and drink

1.5) Lunch

[Copy chart](#)

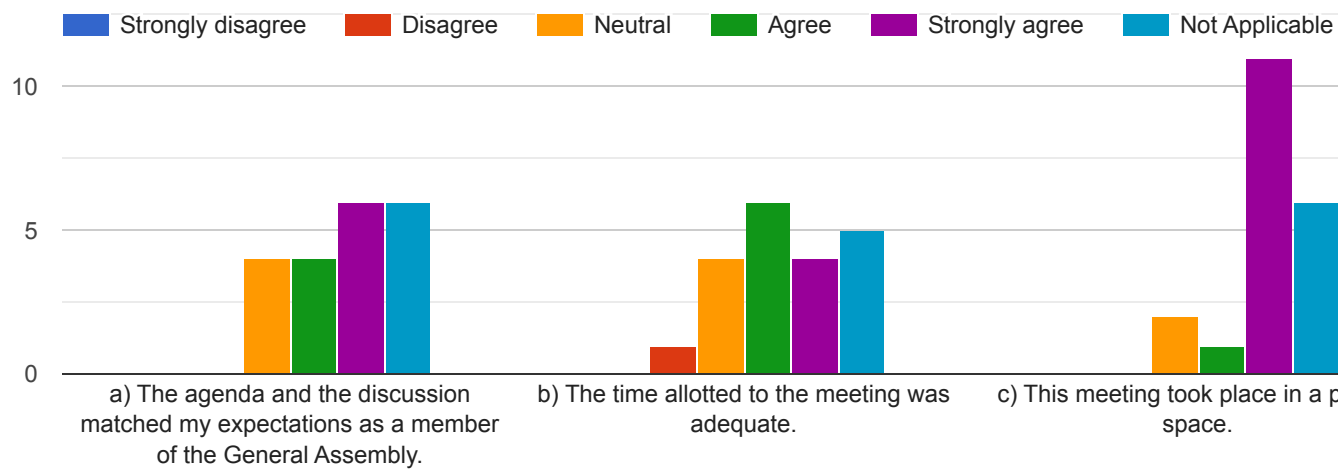


5 responses

- I really liked the area, although some colleagues mentioned it was not ideal to eat while standing
- the space invites conviviality, facilitating interaction between participants
- A good moment for breaking the ice.
- I was not arrived yet.
- this was so great way to meet new people since we could not sit

1.6) General Assembly

[Copy chart](#)

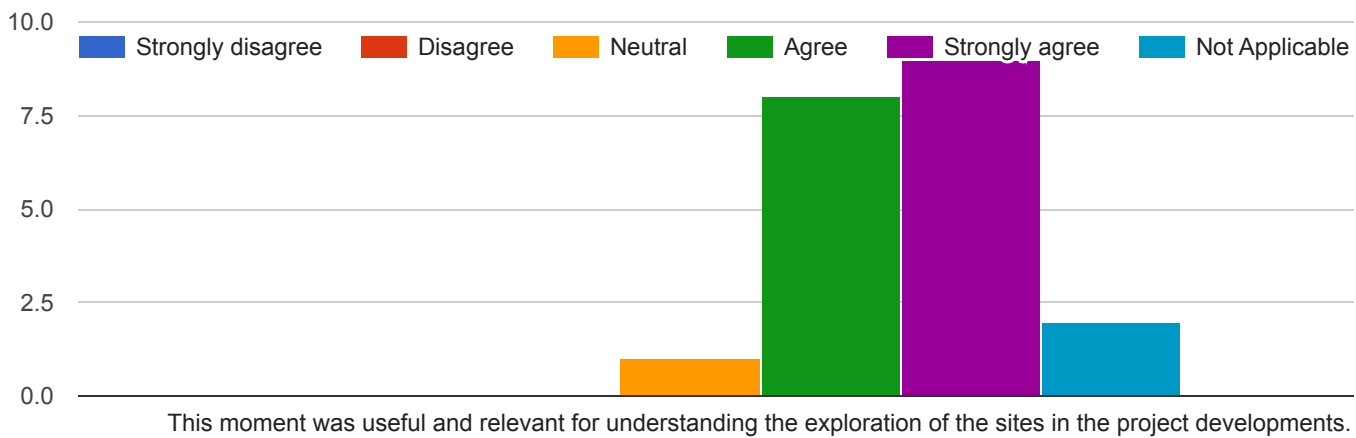


4 responses

- Members interjected ideas about how to vote and named additional potential people. this was an undesirable outcome as potential members were previously nominated and we should have voted and chosen the people that were most voted
- It seems we needed a bit more time to discuss the advisory board.
- Not Applicable
- wow

1.7) Guided Visit to the UNESCO World Heritage Site “University of Coimbra, Alta and Sofia” – part I: the Alta area (Coimbra Uptown)

[Copy chart](#)

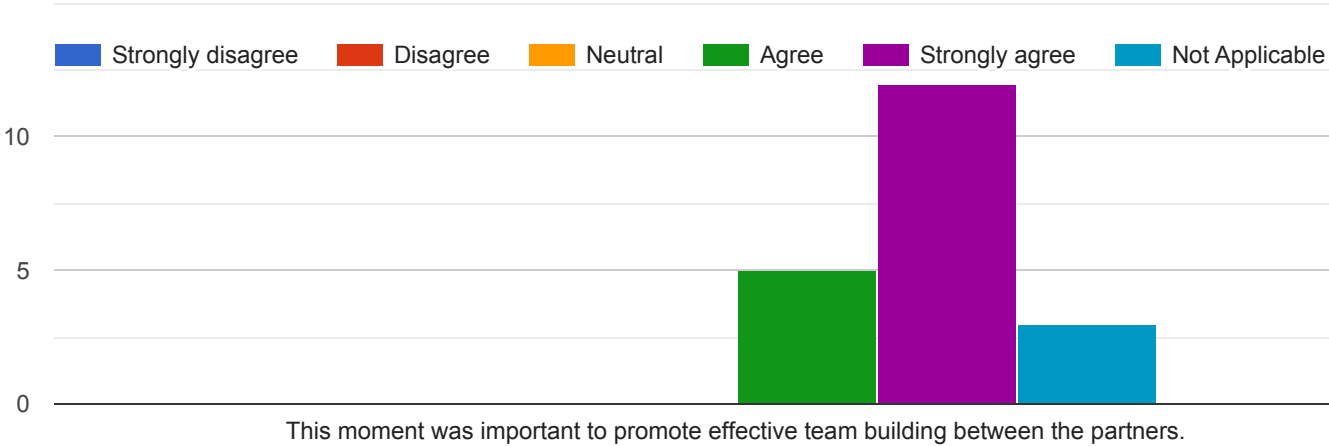


2 responses

- It was a really good visit, and the musical surprise was great. The visit did not necessarily link to our project though, which is fine.
- It was a moment full of history told by a fantastic tour guide from the university and with a wonderful musical interpretation.

1.8) Coffee & Teatime: planning the Closure Session

[Copy chart](#)



2 responses

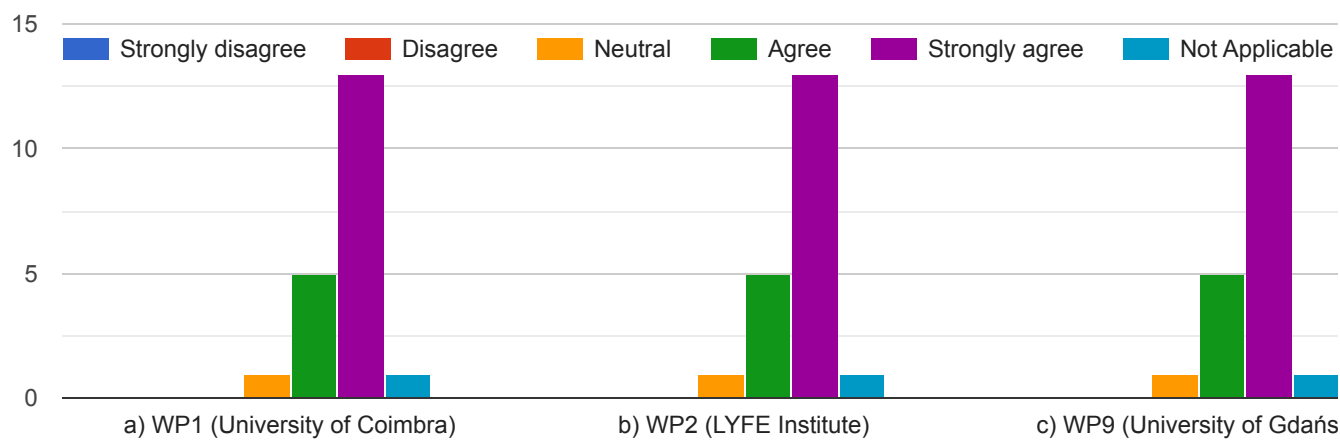
- This was a useful and convivial moment.
- It was delightful to learn about the cultural differences in the food heritage of my project colleagues.

Section I - Expectations and satisfaction with organisation

2) Wednesday, 22

2.1) Transversal management, scientific guidance, and communication WPs

Copy chart

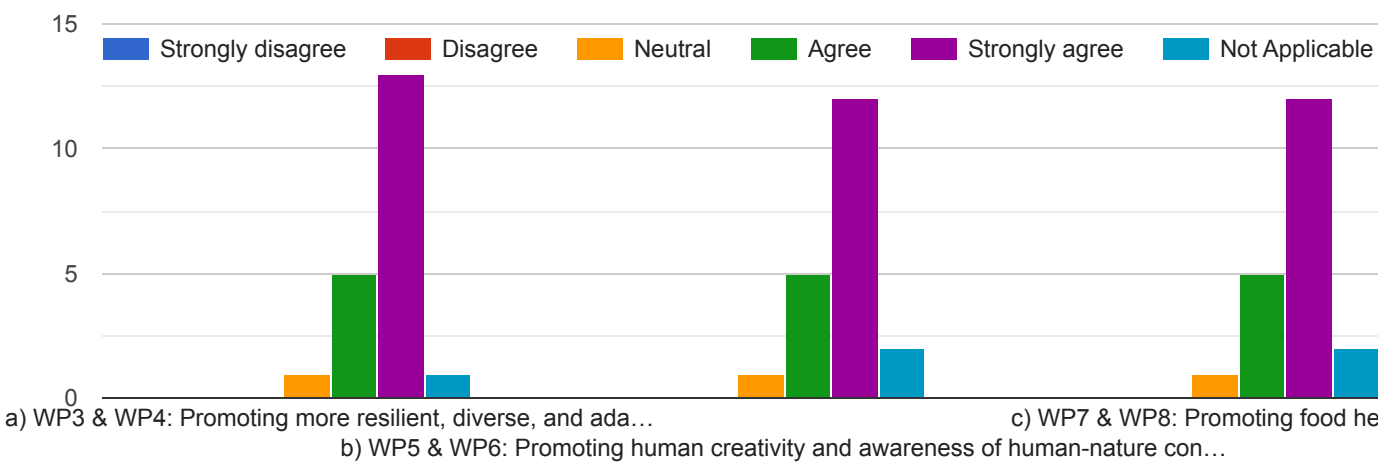


1 response

These were all good but the amount of time/slides per partner varied greatly. A bit more universal structure would have been helpful.

2.2) Problem-solving WPs (general presentation)

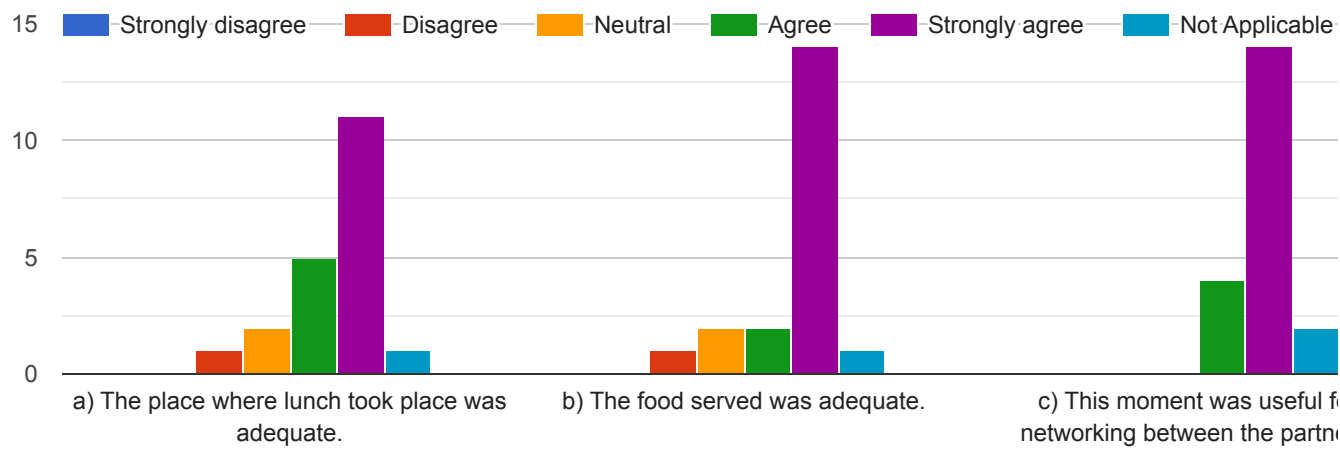
Copy chart



1 response

These were all good but the amount of time/slides per partner varied greatly. A bit more universal structure would have been helpful.

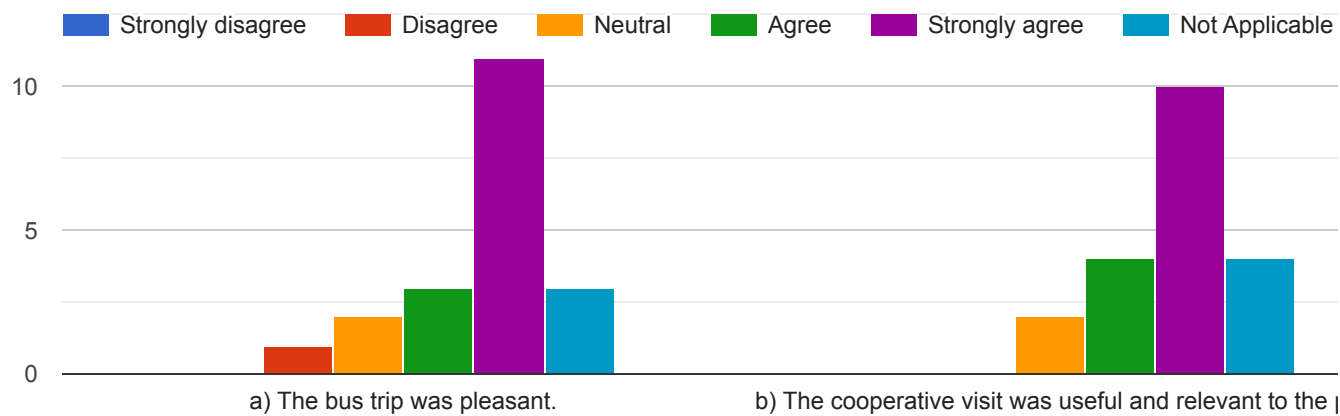
2.3) Lunch



1 response

I again enjoyed the lunch and food choices.

2.4) Souselas wine cooperative



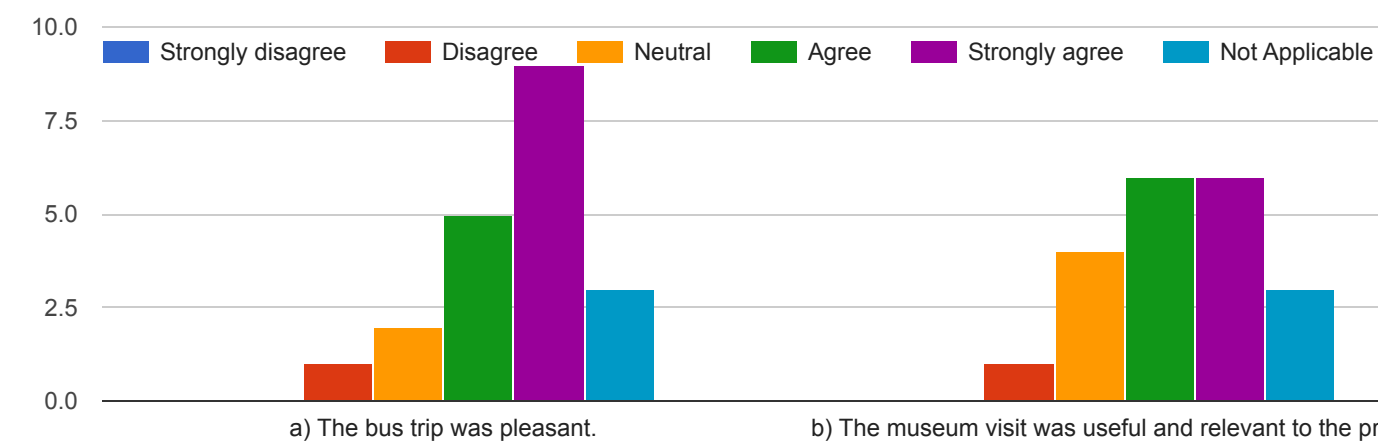
2 responses

This was a thoughtful visit to incorporate local food/wine production in the region some of our actions will take place.

Unfortunately the bus "fogged" on the glass and liquid fell from the ceiling. could not see much.

2.5) Bairrada Wine Museum

[Copy chart](#)

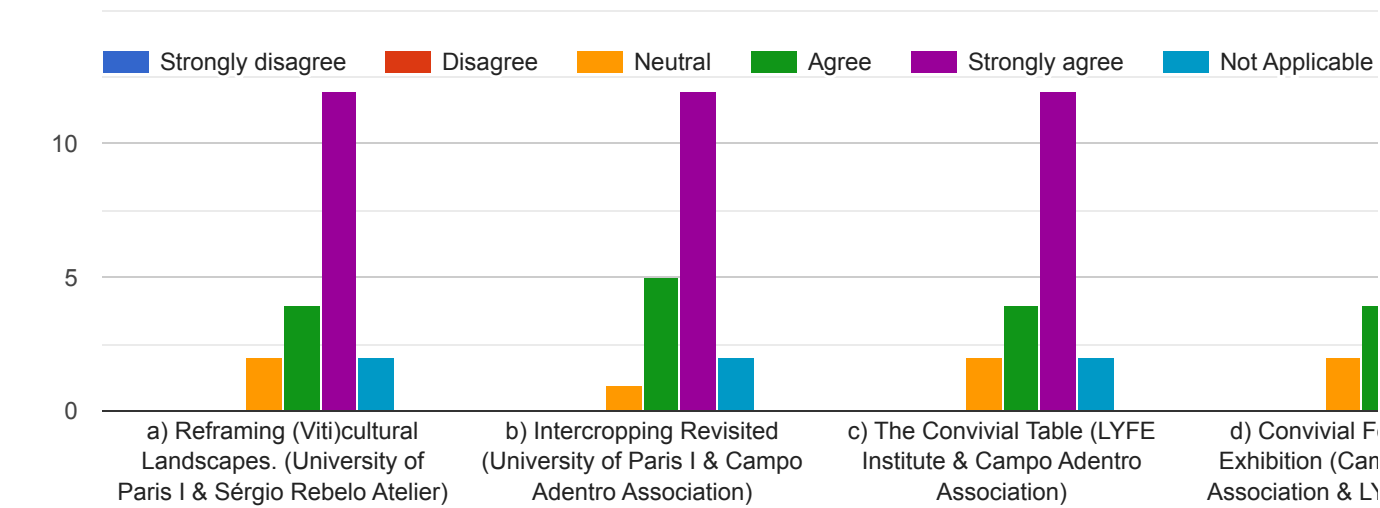


6 responses

- It was a bit hard to focus given the intense chemical treatment for the flooring. The reception was nice and the space was interesting for potential collaborations.
- The smell of varnish was disturbing, but, besides that, everything was good!
- We all know the smell was quite strong.
- the only probleme in wine museum visit was the paint smell, becoming a major nuisance to all of our health. They could have warned about the works, so that the organization could find alternative workspaces
- The smell of painting in the museum was disturbing
- impossible to be inside cus to smell, but loved hhow important wine historie is locally

2.6) Architecture and design prototype solutions & Cultural events and solution exhibitions (workshops)

[Copy chart](#)

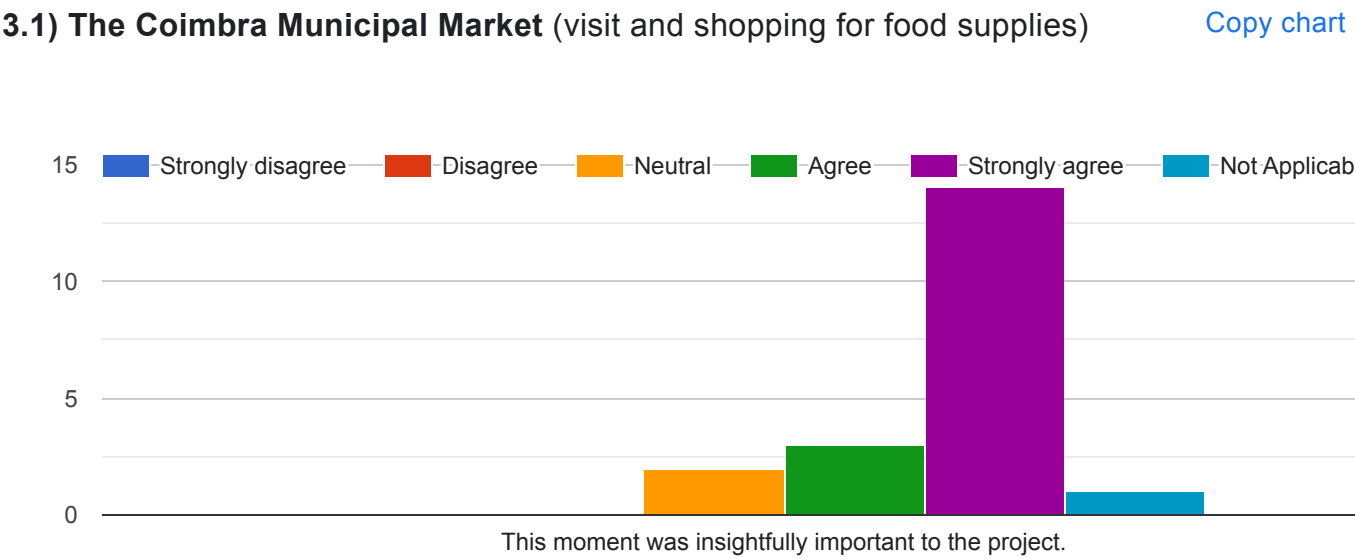


5 responses

- chemical smell disrupted things
- The space was adequate, but the intense chemical smell strongly impacted our presentations here.
- The small detail of the paint smell has become a major nuisance to all of our health.
- Unexpected works in the Museum were against an adequate and comfortable session
- i liked that we made a solution as a group

Section I - Expectations and satisfaction with organisation

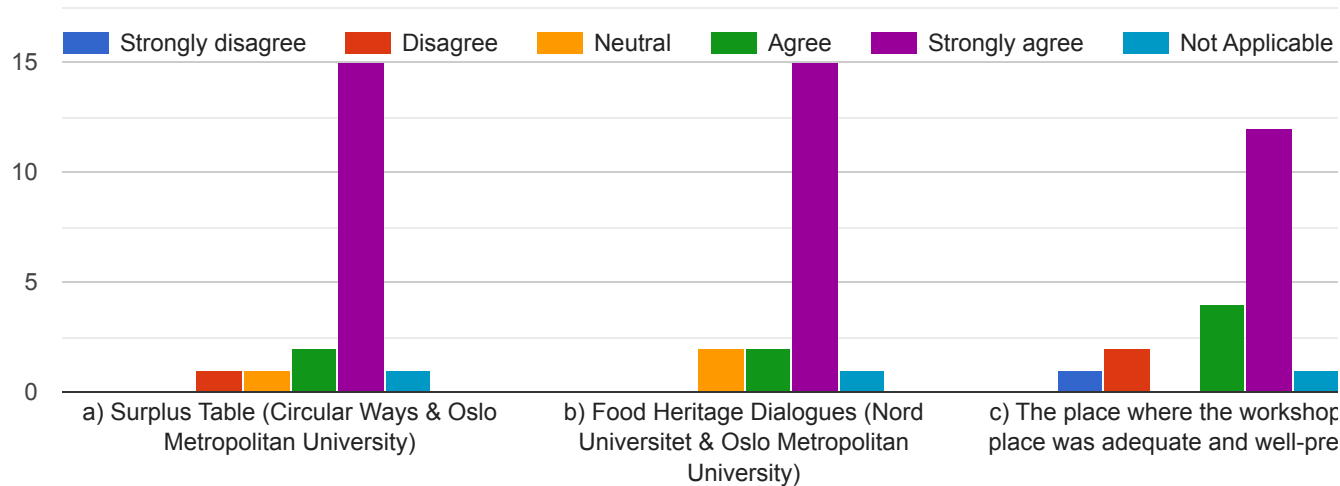
3) Thursday, 23



1 response

- Great and creative idea to take us to the market and also present there. The activity was also very dynamic.

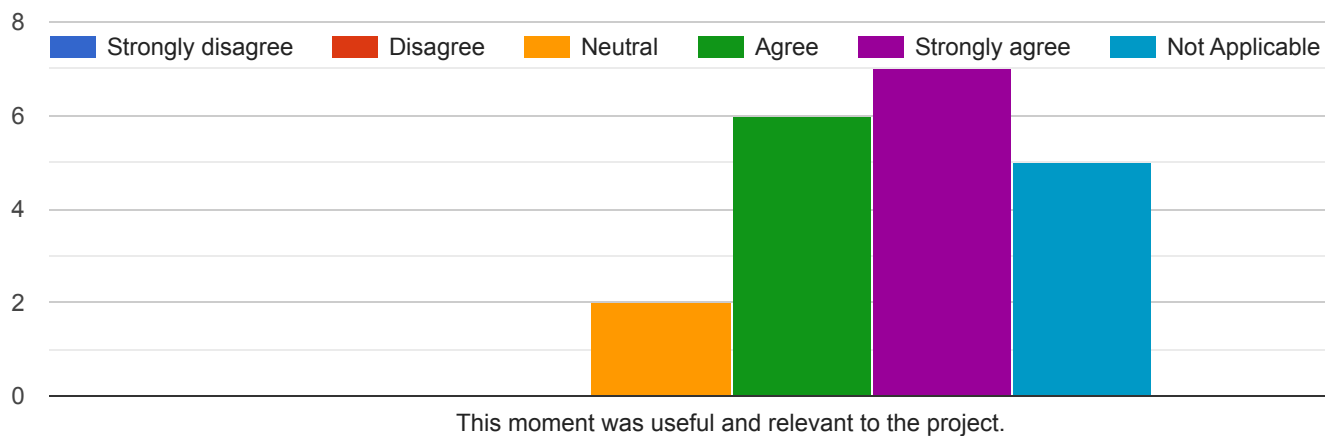
3.2) Intercultural organisational model solutions for local communities (Workshops)



4 responses

- sound issues at the market
- small sound problems, but otherwise great.
- many techincal problems, which was too bad as the presetnation from OsloMet was really interesting.
- very hard space to consentrate and hear

3.3) Guided Visit to the UNESCO World Heritage Site “University of Coimbra, Alta and Sofia” – part II: the Sofia area (Coimbra Downtown)

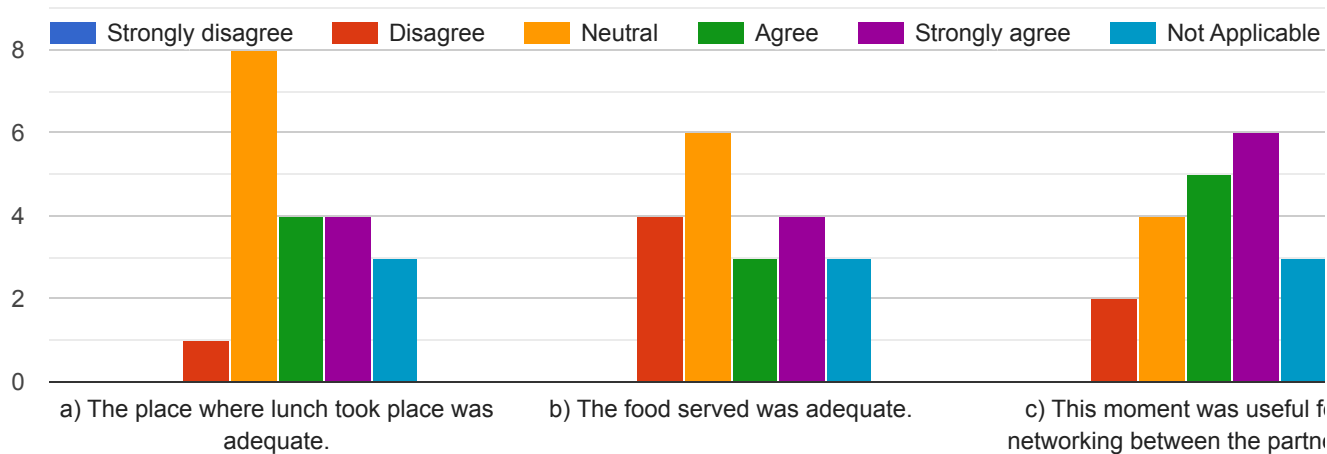


3 responses

- It was nice to walk and see the town with colleagues, but a pity we couldn't enter the sites.
- I had to leave before the end of the Meeting
- A bit to fast, maybe

Copy chart

3.4) Lunch

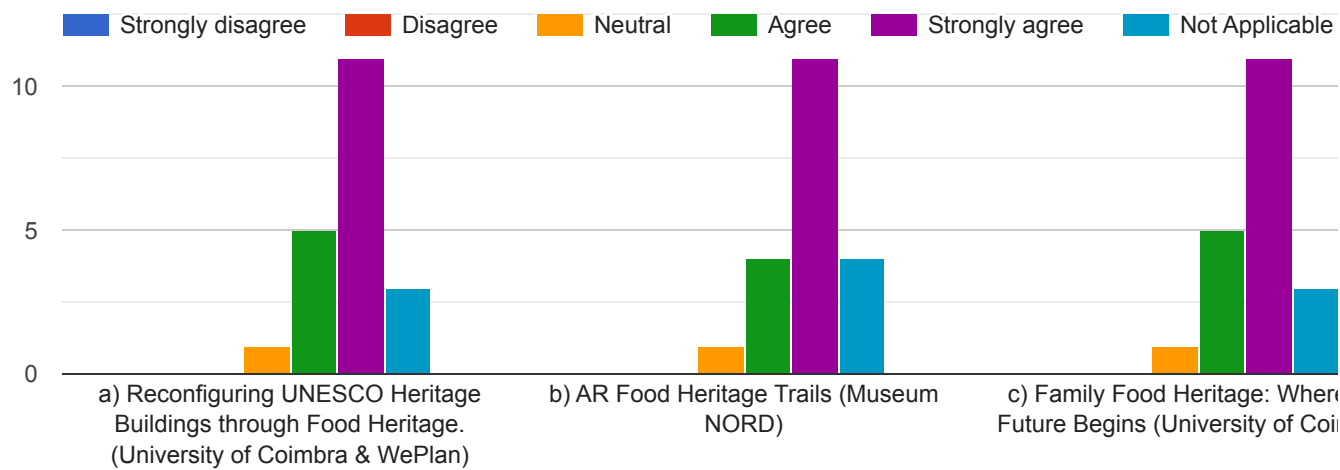


4 responses

- I think it would have been nicer to go all eat along the river rather than in the office space
- I think the lunch could have been perhaps without packaging to reduce waste, and since many people wanted to enjoy the sun, the networking was a bit less easy. Nevertheless, this was a good time to group together with colleagues and we enjoyed meeting each other outside for a coffee and pastry before returning to the sessions.
- The lunches on the other days were better served.
- I had to leave before the end of the Meeting

3.5) Digital Solutions (Workshops)

[Copy chart](#)

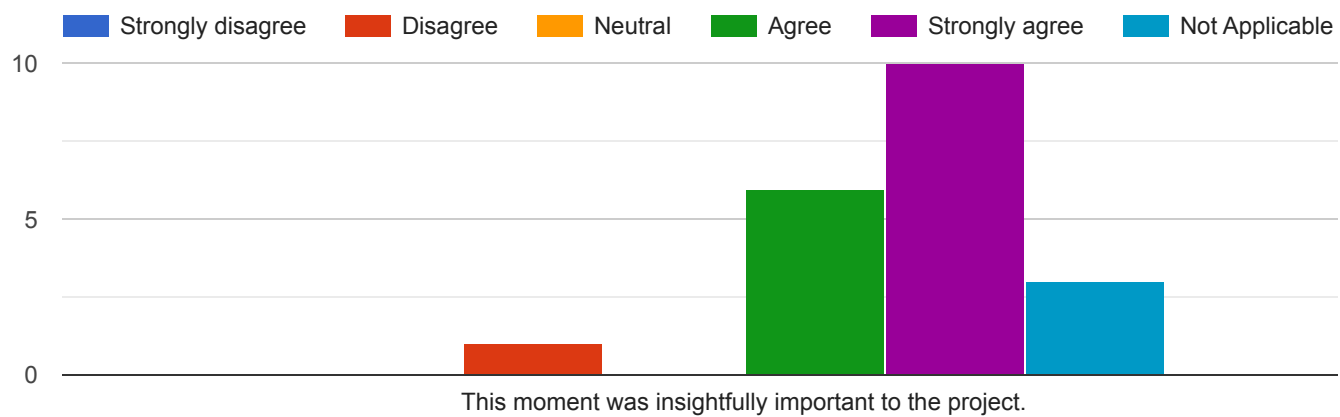


1 response

I had to leave before the end of the Meeting

3.6) Project overview: interconnections between WPs, deliverables, and milestones

[Copy chart](#)



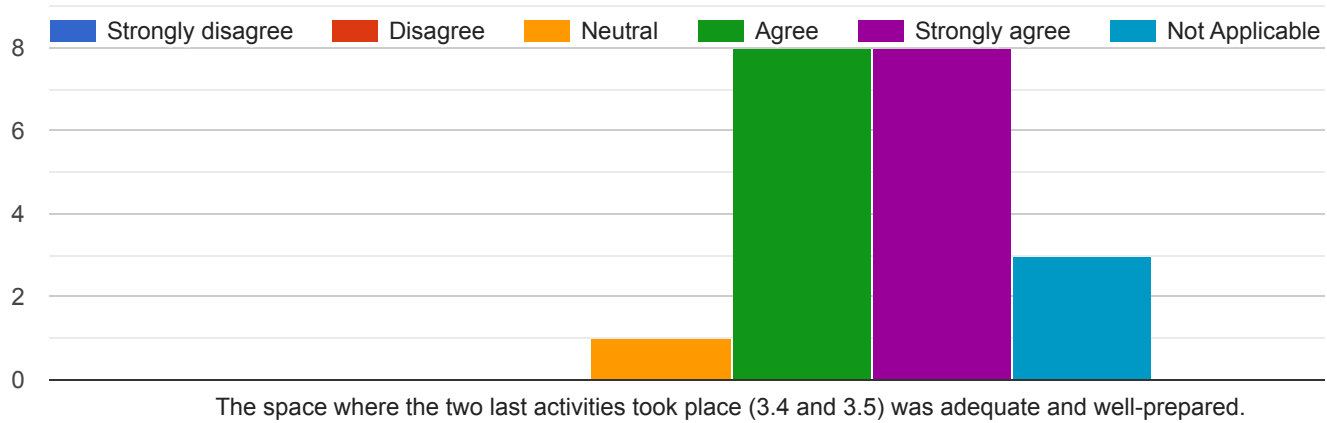
2 responses

we didnt have time to do this

I had to leave before the end of the Meeting

3.7) Rua Ferreira Borges, 17

[Copy chart](#)

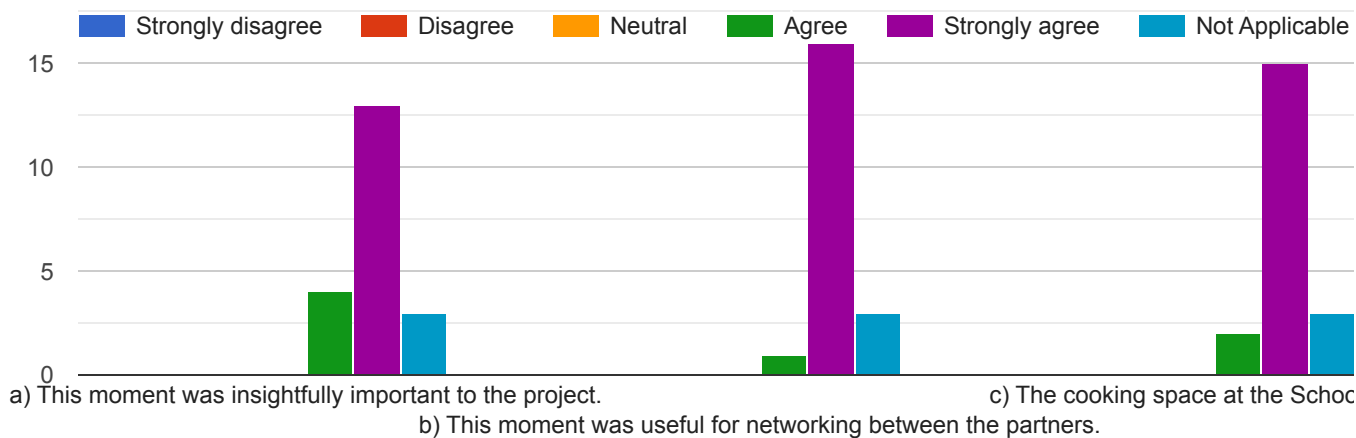


1 response

I had to leave before the end of the Meeting

3.8) Closing session: CONVIVIUM Team cooking & eating together (team-building activity)

[Copy chart](#)



4 responses

amazing idea, great convivial time!

It was a fantastic initiative and everyone had a really great time!

a very good closing session!

I had to leave before the end of the Meeting

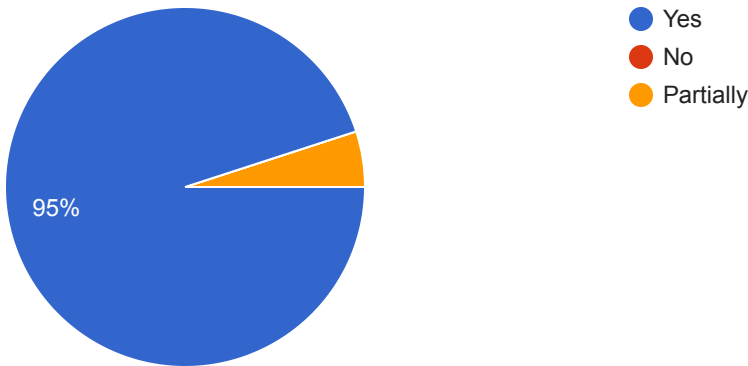
Section I - Expectations and satisfaction with organisation

GENERAL ASSESSMENT

a) Was the information provided before the meeting clear and sufficient?

[Copy chart](#)

20 responses



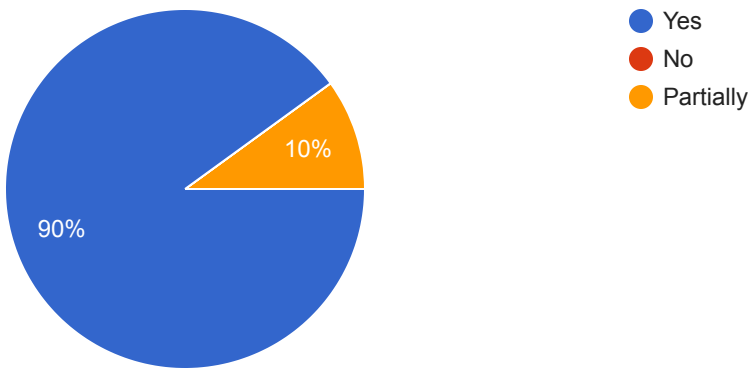
1 response

more information could have been provided about the length and number of slides of the presentation. "up to 8 minutes" was not sufficient information. perhaps next time ask for 5 minutes for all and ask for three slides per team

b) Did the meeting agenda align with your expectations for the event?

[Copy chart](#)

20 responses



2 responses

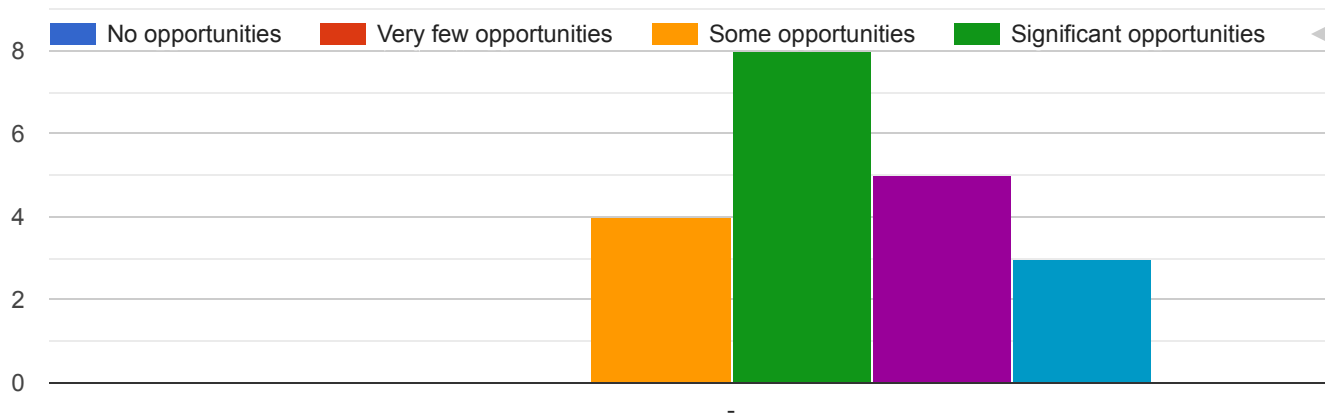
it was a bit too full of activities. Maybe one shorter day would have been nicer for resting or socializing outside the framework of the event - which is also good for team building

The agenda was a bit too full, not allowing time or energy for more informal connections. It would have been nice to have some presentations a bit shorter so that we could go to dinner together, for instance. I would recommend ending at 5pm, latest.

Section II: Opportunities for collaborations not previously identified

1) To what extent do you feel there are opportunities for your institution to support other partners in fulfilling project tasks?

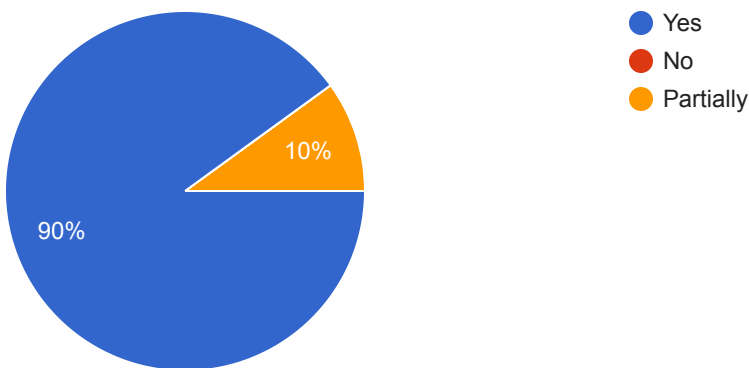
Copy chart



2) Do you believe that the kick-off meeting facilitated discussions on collaboration opportunities?

Copy chart

20 responses



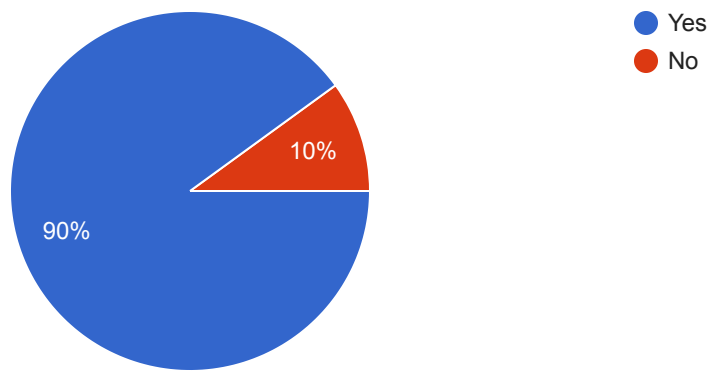
2 responses

- we really had to start learning about each other and the project everyone is doing, so it took some time to sink in before we can describe the elements we can bring to the project.
- wish we could have spent more time with this

3) Are you aware of specific tasks or objectives where your team could assist other partners?

Copy chart

20 responses



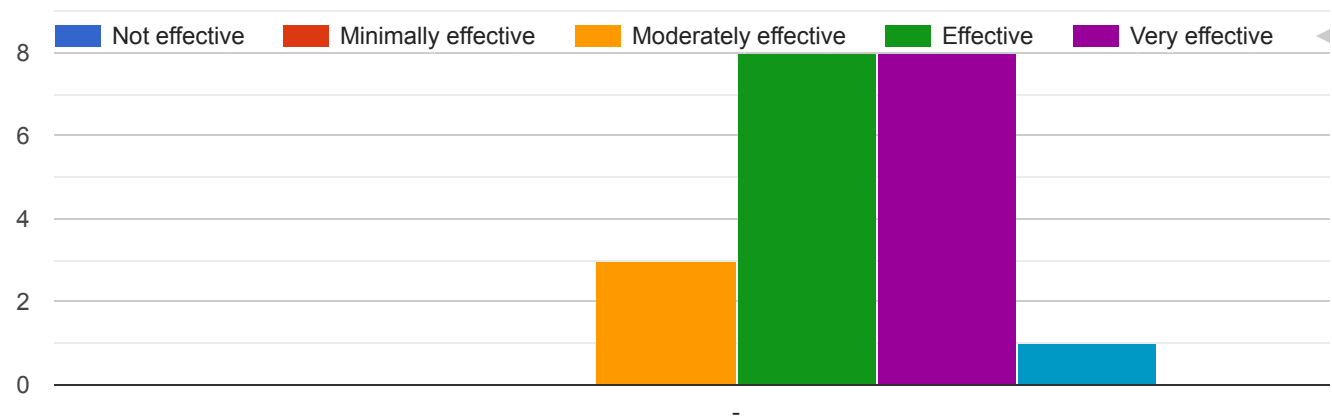
2 responses

This initial presencial meeting was more focused in the interaction between partners e in the general organizacion of the WP, not so much focus in the specifics of the involvent of other local entities such as Coimbra More Future. As such is expected that in the following steps of the implementation of the project, there will be more information regarding our colaboration in CONVIVIUM.

i would have said partially here, i can understand some of the things we can bring to the table, but not for each and everyone... there may be many more links.

4) How effectively do you think the meeting identified areas for mutual support among partners?

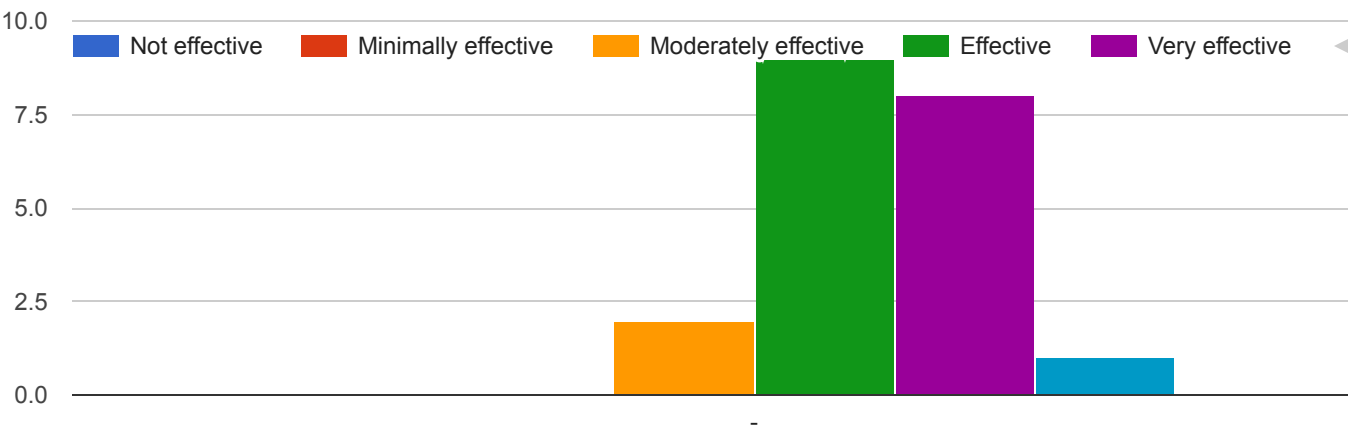
Copy chart



Section III: Identification of Challenges or Needs

[Copy chart](#)

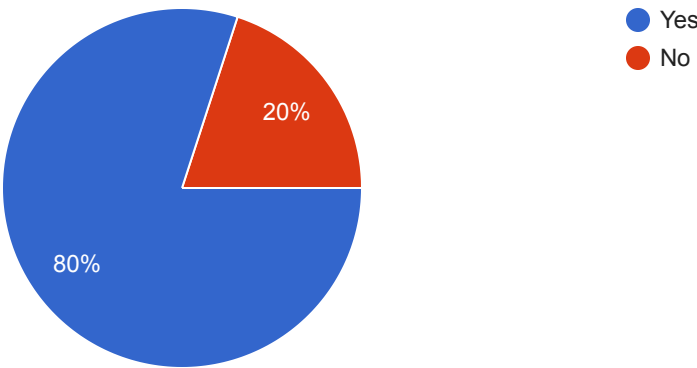
1) How effectively were challenges or needs related to the project discussed during the meeting?



2) Did you have the opportunity to share any challenges or needs that your team is facing?

[Copy chart](#)

20 responses

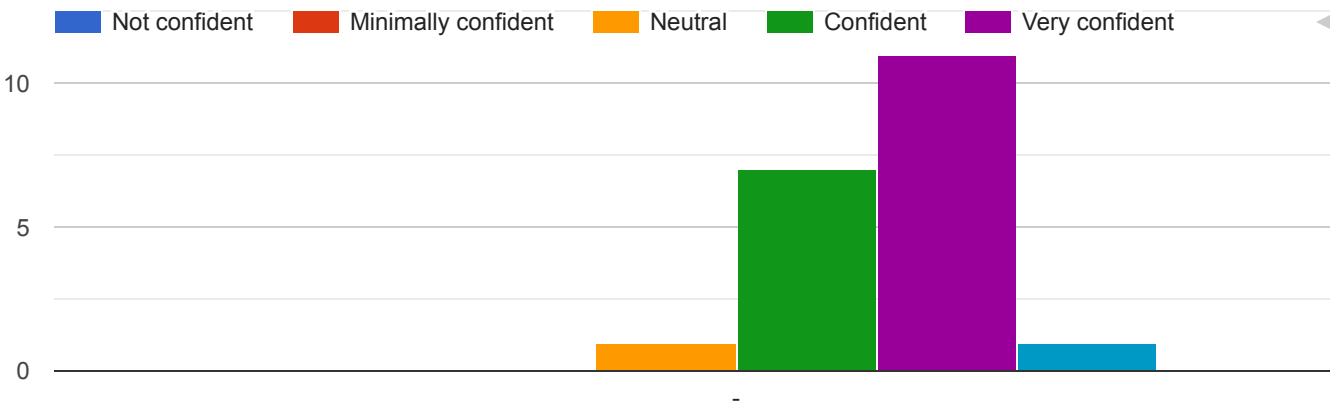


2 responses

- i do not per se think that our project is already facing challenges or needs... as such, we have not been able to explain these yet.
- I consider I still need some time to identify these challenges and the future interactions which may help to solve them.

[Copy chart](#)

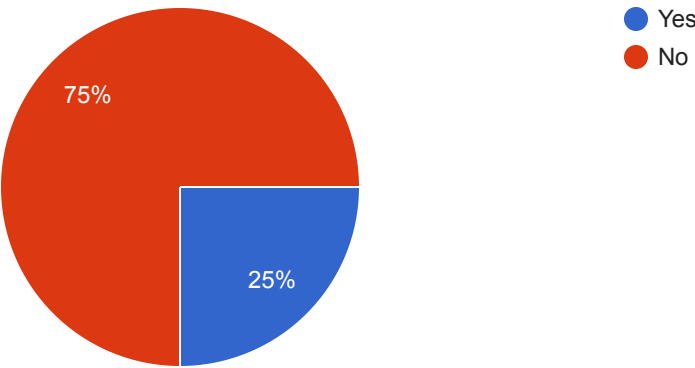
3) Do you feel confident that the identified challenges or needs can be addressed through collaboration?



[Copy chart](#)

4) Were any unexpected challenges or needs brought to light during the discussions?

20 responses



2 responses

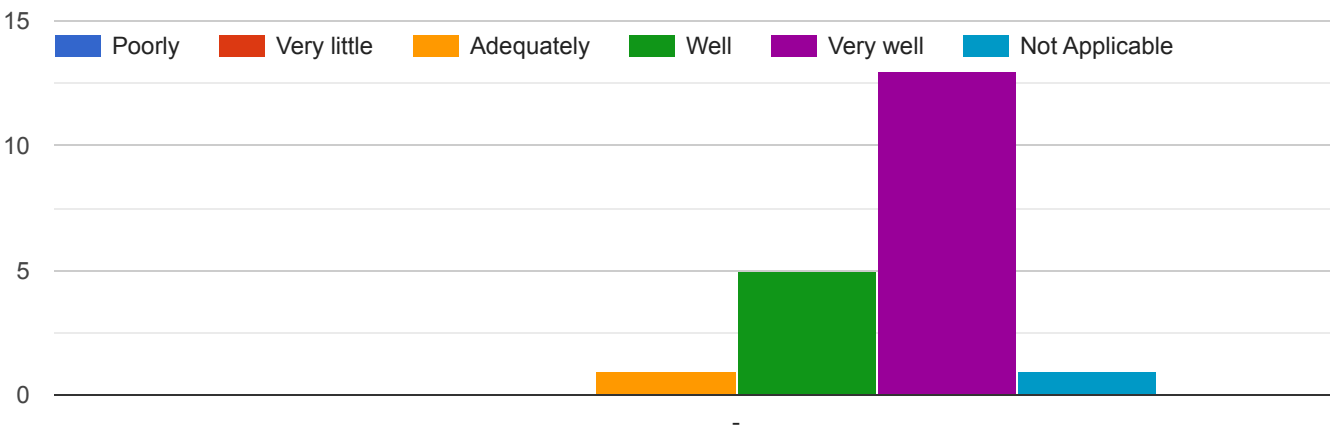
Advisory board election

Our perspectives on what will be fruitful to conduct in our different regions. Some missing perspectives on industrial players.

Section IV: Identification of Challenges or Needs

[Copy chart](#)

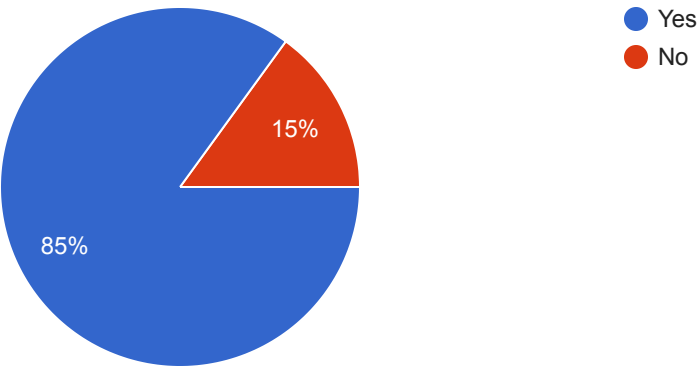
1) How well do you feel you learned about the expertise and contributions of other partners?



[Copy chart](#)

2) Did the meeting provide enough opportunities for partners to share their resources and expertise?

20 responses

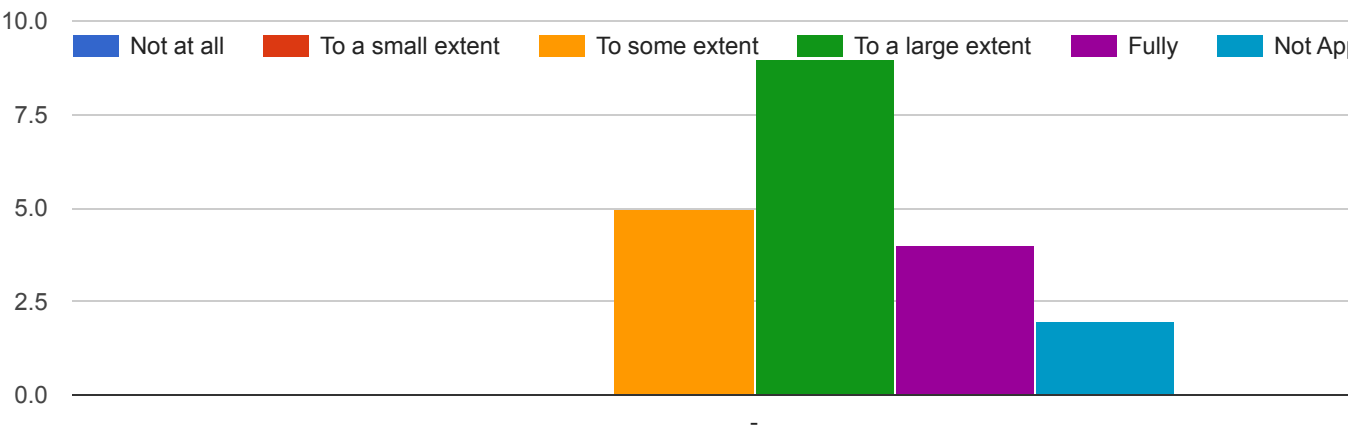


3 responses

- i dont think i really knew already what we could bring in in the sense that i couldnt tell yet what the other partners needed. it takes some time to getting to know each other before this is easily done.
- na
- I feel we had enough time to now reachh out to et more information

[Copy chart](#)

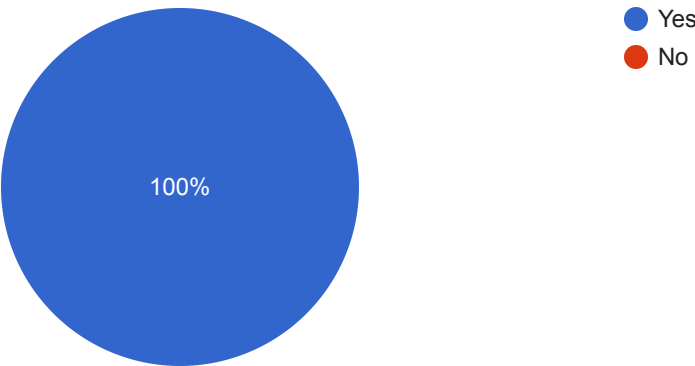
3) To what extent do you feel you can leverage the expertise of other partners for future project tasks?



[Copy chart](#)

4) Were the presentations or discussions helpful in understanding the roles and resources of other teams?

20 responses



0 responses

No responses yet for this question.

Section V: Open comments

If you have any topics related to your satisfaction with the organisation of the kick-off meeting or your thoughts on future activities, please share them here.:

3 responses

not per se! i had a great time, it was packed and i learned a lot, so i was super enthusiastic to be able to take part!

This survey might be a bit to detailed

You made a wonderful wonderful space and time for us all- my love for Coimbra will stay forever