# Project mid-term meeting

## CBxx ‘Project name’

### Participants: Click or tap here to enter text.

### Date: Click or tap to enter a date.

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| Overall project progress and feelings; is the project generally going well? |
| Click or tap here to enter text. |

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| Project partnership | Has the project management structure been well established and is it functioning properly? Have all partners fulfilled their tasks and has there been a need for changes in partners’ roles, responsibilities, etc.? |
| Click or tap here to enter text. | Click or tap here to enter text. |

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| Project work plan progress | Describe the progress towards completing the project activities indicated in the application form. Elaborate on the achievement of the deliverables. |
| Click or tap here to enter text. | Click or tap here to enter text. |

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| Project main result | Describe the progress towards achieving the main result indicated in the application form. Will the result indicator target value be achieved? Are there any other related, perhaps unforeseen, achievements? |
| Click or tap here to enter text. | Click or tap here to enter text. |

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| Project outputs | Describe the progress towards achieving the outputs of the project. Elaborate on achieving the output indicator target values. |
| Output/indicator 1 | Click or tap here to enter text. |
| Output/indicator 2 | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

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| Project target groups | Describe the progress towards involving the planned target groups. Elaborate on good approaches and possible challenges. |
| Target group 1 | Click or tap here to enter text. |
| Target group 2 | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

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| Financial resources | Indicate spending progress. Are there changes needed? |
| Partner 1 | Click or tap here to enter text. |
| Partner 2 | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

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| Project modification | If a modification is needed, indicate the things to be modified. |
| Click or tap here to enter text. | Click or tap here to enter text. |

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| Feedback to the Joint Secretariat/Managing Authority? What has worked well, what could be improved? |
| Click or tap here to enter text. |

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| Other possible comments, conclusions and agreements: |
| Click or tap here to enter text. |