

# GRACeFUL Evaluation workshop

Delft, November 23-24 2017

## Agenda

### Thursday November 23

	Evaluation	Development	Final Conference
09:00-12:00		Developers collaborate on any open issues and presentation issues.	Tom and Peter work on the conference
12:00-13:00	Lunch		
13:00-13:20	Presentation of the tool by the developers – confirmation of wow-factors		
13:20-13:40	Presentation of the evaluation plan (Linda, Sadie, Michiel, schedule below)		
13:40-15:00	Discussion and further detailing of the demo. If time permits brief discussion on functionality not yet available but manageable for the final conference.		
15:00-	Final preparation of presentations	Final bug-fixing	If time permits: discussions on final conference including speakers

### Friday November 24

08:30-09:30	Setting up facilities by people directly involved in the evaluation workshop Further development of the tools by others	More improvements (further development / if possible)
09:30-12:00	Evaluators arrive and session as described below	
12:00-13:00	Lunch	
13:00-13:45	Debriefing on evaluation workshop, development of an action list based on evaluation comments	
13:45-14:15	Collective aspects on the final conference	
14:15-14:45	Any issues which require discussions in smaller groups	
14:45-15:00	Wrap-up and closing	

### Schedule of the evaluation session

10.00-11.00	20' Welcome and introductions (Michiel and/or Tom)
	consent form, ask permission for recording session, introduction of every person in the room, presenting agenda, introduce project and purpose of evaluation
11.00-12.00	40' Demonstration with explanations and Q&A (Michiel or Sadie with support from Dileep?)
	Dubbeldam worked-out case
	60' Evaluation session using dialogue in MeetingSphere (Linda with technical support)
	15' individual questionnaire on additional questions
	5' brainstorm on research question: <i>What do you consider to be the added value of the GRACeFUL tool?</i> (individually in MeetingSphere)
	30' clustering of ideas and checking clusters (group level)
	10' prioritization of clusters (individually) and discussion of results (group)
	5' Closing and thank you (Michiel and Tom)