**Field Visit/Meeting Report: Company name**

Country:

Date of visit:

Assessor’s name and function:

|  |
| --- |
| Section 1: Project Information (past and current conditions) |
| * 1. **Original loan conditions**
 |  |
| * 1. **Current agreements and conditions**

**What are the most recent conditions for the project?** |  |
| **Section 2: Status of the Project (Evaluation by assessor)** |
|  **2.1. Achievements and Milestones****What is the current state of the project and which achievements and milestones have been reached in the past?** |  |
|  **2.2. Challenges and setbacks****Which challenges and setbacks has the project faced and how this they influenced the project?** |  |
| **Section 3: Future prospects** |
|  **2.1. Tackling Challenges****How will the project deal with the challenges?** |  |
|  **2.2. Need for action?****Is the current status sustainable, are adaptations necessary and what action needs to be taken?** |  |

The information you provide here will be used to report your progress internally to the people of OVO (Ondernemers voor Ondernemers) and/or to the business angel investors. It will not be shared or published externally unless specifically agreed with the reporting entrepreneur.

**If possible, please add pictures of the field visit to reinforce the report on the next page.**