**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 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.**