Feedback Form meetings

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Team: Team A Project 2

Date: 20/12/2022

As participan….

| **Questions** | | **Yes—----------------------------------------------No** | | | | **Remarks/Illustrations** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Prepares Meeting well | | x |  |  |  | He usually makes sure everyone is up to date with the current agenda | |
| 1. Is actively Involved in the meeting | | x |  |  |  | He is always engaged with every point of order | |
| 1. Applies non-verbal communication in a functional way | | x |  |  |  | He uses the blackboard or the computer screen the better explain himself | |
| 1. Respects the agenda | | x |  |  |  | He does | |
| 1. Makes a point of order if necessary | |  | x |  |  | He tends to get distracted sometimes but mostly yes | |
| 1. Listens carefully to what others have to say | |  | x |  |  | He tends to be a little argumentative but generally yes | |
| 1. Makes sure/checks what others say is well interpreted | |  |  | x |  | He should probably do this more since he know more than us in most topics, so sometimes what he takes as general knowledge, is not so general for the rest of us. | |
| 1. Is aware of body language of the participants | |  | x |  |  | He is but he doesn’t use it for its full potential | |
| 1. Expresses his/her points concisely and clearly | | x |  |  |  | He usually does | |
| 1. Manages to make his/her points/exercise influence/get his/her way. | | x |  |  |  | He does by explaining why he thinks his way is the most effective way | |
| 11.Convinces the others with arguments | | x |  |  |  | He usually does | |
| 12. Contributes to a good atmosphere | | x |  |  |  | He does | |
| 13. Contributes to a good result | | x |  |  |  | He does | |