Evaluation Form Meetings

Stuc	lent:	Cris	tiano A	Anto	nio	Feio
5000		01.13	ciaiio /			

Assessor: Stefan Bryda

Team: IT1G Date: 21/11/2024 AS CHAIRMAN Demonstrated remarks / Illustration response to speak (out) Demonstrated remarks / Illustration remarks / Illustr	
AS CHAIRMAN Demonstrated remarks / Illustration Yes_No 1. Prepares meeting well	
: Yes_No 1. Prepares meeting well 2. Provides clear structure to meeting 3. Introduces agenda items clearly 0 X 0 0 0 Rounds of agenda items with a clear conclusion 0 Makes sure every participant has a chance to speak (out) 1 Slows down frequent, or long speakers if 0 X 0 0	
 Prepares meeting well Provides clear structure to meeting O X O O Introduces agenda items clearly O X O O Rounds of agenda items with a clear O X O O conclusion Makes sure every participant has a chance X O O O to speak (out) Slows down frequent, or long speakers if O X O O 	
 Prepares meeting well Provides clear structure to meeting O X O O Introduces agenda items clearly O X O O Rounds of agenda items with a clear O X O O conclusion Makes sure every participant has a chance X O O O to speak (out) Slows down frequent, or long speakers if O X O O 	
 Provides clear structure to meeting 0 X 0 0 Introduces agenda items clearly 0 X 0 0 Rounds of agenda items with a clear 0 X 0 0 conclusion Makes sure every participant has a chance X 0 0 0 to speak (out) Slows down frequent, or long speakers if 0 X 0 0 	
 3. Introduces agenda items clearly 0 X 0 0 0 Rounds of agenda items with a clear 0 X 0 0 conclusion 0 Makes sure every participant has a chance to speak (out) 1 Slows down frequent, or long speakers if 0 X 0 0 	
 Rounds of agenda items with a clear 0 X 0 0 conclusion Makes sure every participant has a chance X 0 0 0 to speak (out) Slows down frequent, or long speakers if 0 X 0 0 	
to speak (out) 1 Slows down frequent, or long speakers if 0 X 0 0	
·	
necessary	
2 Maintains eye contact 0 X 0 0	
3 Is aware of body language of participants 00 X 0	
4 Speaks in a clear and convincing manner X 0 0 0	
5 Monitors agenda and keeps participants 0 0 0 X on topic	
6 Keeps an eye on time X 0 0 0	
7 Listens to what others has to say 0 X 0 0	
8 Summarises contribution of participants X 0 0 0 in a clear way	
9 Asks for clarification if necessary X 0 0 0	
10 Gives participants the feeling they are in a 0 X 0 0	
useful meeting/their contribution is useful	
11 Makes sure the atmosphere of the X 0 0 0	
meeting is a pleasant one	
As participant	
12 Prepares meeting well 0 X 0 0	
13 Is actively involved in the meeting X000	
14 Applies non-verbal communication in a 0 X 0 0	
functional way	
15 Respects the agenda 0 X 0 0	
16 Makes a point of order if necessary X 0 0 0	
17 Listens carefully to what others have to 0 X 0 0 say	
18 Makes sure/checks what others say is well 0 X 0 0 interpreted	
19 Is aware of body language of the 00 X 0 participants	

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20	Expresses his/her points concisely and clearly	0 X 0 0
21	Manages to make his/her point / exercise influence / get his/her way	X 0 0 0
22	Convinces the others with arguments	X 0 0 0
23	Contributes to a good atmosphere	0 X 0 0
24	Contributes to a good result	X 0 0 0

Evaluation Form Meetings

17 Listens carefully to what others have to

interpreted

18 Makes sure/checks what others say is well 0 X 0 0

Student:	Cristiano A	Antonio	o Feio
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Assessor: Volkan Yildirim

Team: IT1G				
Date: 21.11.2024				
AS CHA	IRMAN	Demonstrated	Remarks / Illustration	
		: Yes_No		
1.	Prepares meeting well	0 X 0 0		
2.	Provides clear structure to meeting	0 X 0 0		
3.	Introduces agenda items clearly	0 X 0 0		
0	Rounds of agenda items with a clear conclusion	0 X 0 0		
0	Makes sure every participant has a chance to speak (out)	0 X 0 0		
1	Slows down frequent, or long speakers if necessary	0 X 0 0		
2	Maintains eye contact	00X0		
3	Is aware of body language of participants	X 0 0 0		
4	Speaks in a clear and convincing manner	X O O O		
5	Monitors agenda and keeps participants on topic	X 0 0 0		
6	Keeps an eye on time	00X0		
7	Listens to what others has to say	0 X 0 0		
8	Summarises contribution of participants in a clear way	0 X 0 0		
9	Asks for clarification if necessary	0 X 0 0		
10	Gives participants the feeling they are in a useful meeting/their contribution is useful	0 X 0 0		
11	Makes sure the atmosphere of the meeting is a pleasant one	0 X 0 0		
_				
As par	ticipant			
12	Prepares meeting well	X 0 0 0		
13	Is actively involved in the meeting	X 0 0 0		
14	Applies non-verbal communication in a functional way	X 0 0 0		
15	Respects the agenda	0 X 0 0		
16	Makes a point of order if necessary	0 X 0 0		

0 X 0 0

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19	Is aware of body language of the participants	0 X 0 0
20	Expresses his/her points concisely and clearly	0 0 0 X
21	Manages to make his/her point / exercise influence / get his/her way	X 0 0 0
22	Convinces the others with arguments	X 0 0 0
23	Contributes to a good atmosphere	0 0 X 0
24	Contributes to a good result	X 0 0 0

Evaluation Form Meetings

participants

Stu	Student: Cristiano Feio				
Ass	sesso	or: Flavius			
Pet	trasc	iuc			
Tea	am: I	T1G			
Da	te: 2	1/11/2024			
AS	CHA	IRMAN	Demonstrated :	Remarks / Illustration	
			Yes_No		
	1.	9	0 X 0 0		
	2.	Provides clear structure to meeting	0 X 0 0		
	3.	Introduces agenda items clearly	X 0 0 0		
	0	Rounds of agenda items with a clear conclusion	0 X 0 0		
	0	Makes sure every participant has a chance to speak (out)	0 X 0 0		
	1	Slows down frequent, or long speakers if necessary	0 0 X 0		
	2	Maintains eye contact	X O O O		
	3	Is aware of body language of participants	0 X 0 0		
	4	Speaks in a clear and convincing manner	X 0 0 0		
	5	Monitors agenda and keeps participants on topic	X 0 0 0		
	6	Keeps an eye on time	0 0 X 0		
	7	Listens to what others has to say	X O O O		
	8	Summarises contribution of participants in a clear way	0 X 0 0		
	9	Asks for clarification if necessary	0 X 0 0		
	10	Gives participants the feeling they are in a useful meeting/their contribution is useful	0 X 0 0		
	11	Makes sure the atmosphere of the meeting is a pleasant one	0 X 0 0		
		<u> </u>			
A	As participant				
	_	Prepares meeting well	0 X 0 0		
	13	Is actively involved in the meeting	X O O O		
	14	Applies non-verbal communication in a functional way	X 0 0 0		
	15	Respects the agenda	X O O O		
		Makes a point of order if necessary	000X		
		Listens carefully to what others have to	0 X 0 0		
		say Makes sure/checks what others say is well	0 X 0 0		
		interpreted			
	19	Is aware of body language of the	0 0 X 0		

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 21 Manages to make his/her point / exercise influence / get his/her way 22 Convinces the others with arguments 0 X 0 0 23 Contributes to a good atmosphere 0 X 0 0 24 Contributes to a good result 0 X 0 0 	20	Expresses his/her points concisely and clearly	X 0 0 0
23 Contributes to a good atmosphere 0 X 0 0	21	•	0 X 0 0
·	22	Convinces the others with arguments	0 X 0 0
24 Contributes to a good result 0 X 0 0	23	Contributes to a good atmosphere	0 X 0 0
	24	Contributes to a good result	0 X 0 0