

Evaluation Form Meetings

Student:		David Corodeanu	
Assessor:	Sanduni Thathsarani		
Team:	Group 1H		
Date:	2024-11-25		
AS CHAIRMAN...		Demonstrated: Yes_No	Remarks / Illustration
• Prepares meeting well		x 0 0 0	
• Provides clear structure to meeting		x 0 0 0	
• Introduces agenda items clearly		x 0 0 0	
• Rounds of agenda items with a clear conclusion		x 0 0 0	
• Makes sure every participant has a chance to speak (out)		0 x 0 0	
• Slows down frequent, or long speakers if necessary		0 x 0 0	
• Maintains eye contact		0 x 0 0	
• Is aware of body language of participants		0 0 x 0	
• Speaks in a clear and convincing manner		0 x 0 0	
• Monitors agenda and keeps participants on topic		0 x 0 0	
• Keeps an eye on time		x 0 0 0	
• Listens to what others has to say		x 0 0 0	
• Summarises contribution of participants in a clear way		0 x 0 0	
• Asks for clarification if necessary		0 x 0 0	
• Gives participants the feeling they are in a useful meeting/their contribution is useful		0 x 0 0	
• Makes sure the atmosphere of the meeting is a pleasant one		x 0 0 0	

As participant...					
• Prepares meeting well	x 0 0 0				
• Is actively involved in the meeting	x 0 0 0				
• Applies non-verbal communication in a functional way	0 0 x 0				
• Respects the agenda	x 0 0 0				
• Makes a point of order if necessary	0 0 x 0				
• Listens carefully to what others have to say	x 0 0 0				
• Makes sure/checks what others say is well interpreted	0 0 x 0				
• Is aware of body language of the participants	0 0 x 0				
• Expresses his/her points concisely and clearly	x 0 0 0				
• Manages to make his/her point / exercise influence / get his/her way	x 0 0 0				
• Convinces the others with arguments	x 0 0 0				
• Contributes to a good atmosphere	x 0 0 0				
• Contributes to a good result	x 0 0 0				