

Evaluation Form Meetings

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Team: IT1B

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AS CHAIRMAN...

Demonstrated

Remarks / Illustration

:

Yes_No

1.	Prepares meeting well	X	0	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)	X	0	0	0
1	Slows down frequent, or long speakers if necessary	X	0	0	0
2	Maintains eye contact	0	X	0	0
3	Is aware of body language of participants	0	X	0	0
4	Speaks in a clear and convincing manner	0	X	0	0
5	Monitors agenda and keeps participants on topic	X	0	0	0
6	Keeps an eye on time	0	X	0	0
7	Listens to what others has to say	X	0	0	0
8	Summarises contribution of participants in a clear way	X	0	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	X	0	0	0
11	Makes sure the atmosphere of the meeting is a pleasant one	0	X	0	0

As participant...

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	0	X	0	0
15	Respects the agenda	X	0	0	0
16	Makes a point of order if necessary	0	X	0	0
17	Listens carefully to what others have to say	X	0	0	0
18	Makes sure/checks what others say is well interpreted	0	X	0	0
19	Is aware of body language of the participants	0	X	0	0

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	0 X 0 0
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	X 0 0 0
