

Detailed Mark Sheet:

Criteria	Description	Points
Meeting Objectives and Agenda Preparation	Clear definition of meeting objectives and comprehensive agenda creation	10
Communication Skills and Active Participation	Effective communication among team members, active participation, and respectful exchange of ideas	10
Leadership and Facilitation	Effective leadership, facilitation of discussions, and management of group dynamics	10
Time Management	Efficient use of time during the meeting, adherence to agenda, and timely conclusion	10
Teamwork and Collaboration	Collaboration among team members, supportiveness, and effective teamwork	10
Meeting Effectiveness and Decision Making	Achievement of meeting objectives, effective decision-making process, and resolution of issues	10
Final Report (Emails+ MOM) Quality	Comprehensive compilation of meeting materials, clarity of minutes, and professionalism	10
Video Presentation Quality	Clarity of presentation, coherence, engagement, and adherence to time limit	10
Total Points		80