Feedback Form meetings

Student: Zsombor Bálint Hajzer

Assessor: Bernardo Correia Alves

Team: Team A Project 2

Date: 20/12/2022

As participan….

| **Questions** | | **Yes—----------------------------------------------No** | | | | **Remarks/Illustrations** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Prepares Meeting well | | x |  |  |  | He tends to start meetings with work load checks and work distributions | |
| 1. Is actively Involved in the meeting | | x |  |  |  | He always has something to add to every point | |
| 1. Applies non-verbal communication in a functional way | | x |  |  |  | He tends to use blackboards or computer screens to present | |
| 1. Respects the agenda | |  | x |  |  | He respects agenda but gets distracted sometime by other problems | |
| 1. Makes a point of order if necessary | | x |  |  |  | He tends to makes sure nothing gets out of hand | |
| 1. Listens carefully to what others have to say | | x |  |  |  | He does | |
| 1. Makes sure/checks what others say is well interpreted | |  |  | x |  | He should probably do this more | |
| 1. Is aware of body language of the participants | |  | x |  |  | He is aware of if but sometimes forgets to check for it | |
| 1. Expresses his/her points concisely and clearly | |  | x |  |  | He tend to get tangled up in his own words | |
| 1. Manages to make his/her points/exercise influence/get his/her way. | | x |  |  |  | He usually finds a way to get his way | |
| 11.Convinces the others with arguments | | x |  |  |  | He uses arguments mostly | |
| 12. Contributes to a good atmosphere | | x |  |  |  | He does | |
| 13. Contributes to a good result | | x |  |  |  | He does | |