Evaluation Form Meetings

Student: Amir

Assessor: Pharrell Buckman

Team: IT-1A

Date: 26/05/2025

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

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