

## Evaluation Form Meetings

Student: Amir Ranjbar Maki

Assessor: Peter Kapsiar

Team: IT1A

Date: 14.5.

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 0 X 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 0 0 X 0

2 Maintains eye contact X 0 0 0

3 Is aware of body language of participants 0 0 0 X

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 X 0 0 0

7 Listens to what others has to say 0 X 0 0

8 Summarises contribution of participants in a clear way 0 0 X 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 0 X 0 0

11 Makes sure the atmosphere of the meeting is a pleasant one 0 X 0 0

As participant...

12 Prepares meeting well 0 0 0 X

13 Is actively involved in the meeting 0 X 0 0

14 Applies non-verbal communication in a functional way 0 0 0 X

15 Respects the agenda X 0 0 0

16 Makes a point of order if necessary 0 0 X 0

17 Listens carefully to what others have to say 0 X 0 0

18 Makes sure/checks what others say is well interpreted 0 0 X 0

19 Is aware of body language of the participants 0 0 0 X

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

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