Evaluation Form Meetings

Student: Amir Ranjbar Maki

Assessor: Niks Grahovskis

Team: IT1A

Date: 5/14/2025

AS CHAIRMAN…	Demonstrated: Yes_No	Remarks / Illustration
1. **Prepares meeting well**	X 0 0 0	
2. **Provides clear structure to meeting**	X 0 0 0	
3. **Introduces agenda items clearly**	0 X 0 0	
0 **Rounds of agenda items with a clear conclusion**	X 0 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**	0 X 0 0	
2 **Maintains eye contact**	X 0 0 0	
3 **Is aware of body language of participants**	0 X 0 0	
4 **Speaks in a clear and convincing manner**	X 0 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**	X 0 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**	X 0 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**	0 X 0 0	
18 **Makes sure/checks what others say is well interpreted**	X 0 0 0	
19 **Is aware of body language of the participants**	X 0 0 0	

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