## **Evaluation Form Meetings**

Student:	Amir	Ranjbar

**Assessor: Frederic Cahn** 

von Seelen

Team: IT-1D  Date: 14.01.2025  AS CHAIRMAN  Demonstrated   Remarks / Illustration   Fee	von Se	elen				
AS CHAIRMAN  Demonstrated is Yes_No  1. Prepares meeting well	Team:	Team: IT-1D				
AS CHAIRMAN  Demonstrated is Yes_No  1. Prepares meeting well						
Yes_No  1. Prepares meeting well	Date: 1	Date: 14.01.2025				
Yes_No  1. Prepares meeting well	AS CHA	IRMAN	Demonstrated	Remarks / Illustration		
1. Prepares meeting well	AJ CITA	MINISTER	:	Remarks / mustration		
1. Prepares meeting well			Yes No			
3. Introduces agenda items clearly	1.	Prepares meeting well				
0 Rounds of agenda items with a clear conclusion  0 Makes sure every participant has a chance to speak (out)  1 Slows down frequent, or long speakers if necessary  2 Maintains eye contact 0+00  3 Is aware of body language of participants 0+00  4 Speaks in a clear and convincing manner 0+00  5 Monitors agenda and keeps participants +000  6 Keeps an eye on time +000  7 Listens to what others has to say +000  8 Summarises contribution of participants in a clear way  9 Asks for clarification if necessary 0+00  10 Gives participants the feeling they are in a useful meeting/their contribution is useful  11 Makes sure the atmosphere of the meeting is a pleasant one  As participant  12 Prepares meeting well +000  13 Is actively involved in the meeting +000  14 Applies non-verbal communication in a functional way  15 Respects the agenda +000  16 Makes a point of order if necessary +000  17 Listens carefully to what others have to say  18 Makes sure/checks what others say is well interpreted  19 Is aware of body language of the +000	2.	Provides clear structure to meeting	+000			
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	19		+000			

## Information Technology - 2024-2025 - Professional Skills

20	Expresses his/her points concisely and clearly	+000
21	Manages to make his/her point / exercise influence / get his/her way	0+00
22	Convinces the others with arguments	0+00
23	Contributes to a good atmosphere	+000
24	Contributes to a good result	+0000