

## Evaluation Form Meetings

Student: Amir Ranjbar Maki

Assessor: Joey Harms

Team: IT1A

Date: 5/14/2025

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  | X 0 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                                       | X 0 0 0 |
| 2  | Maintains eye contact  | X 0 0 0 |
| 3  | Is aware of body language of participants  | X 0 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  | 0 X 0 0 |
| 8  | Summarises contribution of participants in a clear way                                   | X 0 0 0 |
| 9  | Asks for clarification if necessary  | X 0 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                               | X 0 0 0 |

As participant...

|    |   |         |
|----|---|---------|
| 12 | Prepares meeting well                                 | 0 X 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                   | X 0 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        | 0 X 0 0 |

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|    |  |         |
|----|--|---------|
| 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                                     | 0 X 0 0 |
| 24 | Contributes to a good result   | X 0 0 0 |

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