MARATHON SKILLS 2015 – MEETING CHECKLIST

Overview

Use this checklist to assess a programmer's professionalism during the "client interaction" meeting.

Checklist

The programmer should demonstrate each of the following items throughout the meeting.

	Item	Comments
☐	Brings a copy of the meeting agenda	
☐	Introduces themselves and greets the client	
☐	Makes eye contact with the client	
☐	Shows that they are listening	
☐	Answers the questions appropriately	
☐	Thanks the client for meeting with them	