

## Assessment form Agenda/Chairperson Year 2

Name student: .....

Class: .....

Date: .....

	not satisfactory	satisfactory
<b>9.2.1. Creates an agenda following a standard format, and uses this to lead a meeting independently.</b>		
<i>Agenda:</i>		
Type of meeting, Date, Time, place, attendees are listed.		
The Agenda is distributed on time, according to agreements.		
The Agenda includes the appropriate discussion points and is well organized.		
<i>Chair:</i>		
The student conducts the meeting according to the agenda.		
The student gives structure to the meeting by adhering to the main themes.		
The student summarizes key points regularly.		
Gives everyone a chance to speak and allows participants to share their viewpoint.		
The student encourages everyone to listen to each other's opinions.		
Ensures that decisions are made and agreements are noted in the minutes.		
<b>Final assessment (for satisfactory all components must be satisfactory)</b>		
<b>Feedback</b>		
<b>Tutor Name and Signature</b>		

