

Assessment form Meeting Minutes Year 2

Name student: Class: Date:

Competence 6.2.2. Minutes meetings as described in product criteria minutes level 2	not satisfactory	satisfactory
Components present: Attendees, date, place, time, chairperson and Secretary.		
Information is organized per agenda item.		
The essence of the meeting should be clear to those absent from the meeting.		
Information is displayed in clear language.		
Action list is added.		
The agenda is distributed on time, according to agreements.		
Final assessment (for satisfactory all components must be satisfactory)		
Feedback		
Tutor Name and Signature		