# 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 |  |