Evaluation Form Meetings

Student: Peter

Assessor: Pharrell Buckman

Team: IT-1A

Date: 10/06/2025

AS CHAIRMAN Peter	Demonstrated: Yes_No	Remarks / Illustration
1. Prepares meeting well	X 0 0 0	
2. Provides clear structure to meeting	0 X 0 0	
3. Introduces agenda items clearly	0 0 X 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)	0 x 0 0	
1 Slows down frequent, or long speakers if necessary	0 0 0 X	
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	0 X 0 0	
5 Monitors agenda and keeps participants on topic	0 X 0 0	
6 Keeps an eye on time	X 0 0 0	
7 Listens to what others has to say	X 0 0 0	
8 Summarises contribution of participants in a clear way	0 X 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	X 0 0 0	
11 Makes sure the atmosphere of the meeting is a pleasant one	0 X 0 0	
As participant...		
12 Prepares meeting well	0 X 0 0	
13 Is actively involved in the meeting	0 X 0 0	

14	Applies non-verbal communication in a functional way	0	X	0	0
15	Respects the agenda	X	0	0	0
16	Makes a point of order if necessary	0	X	0	0
17	Listens carefully to what others have to say	X	0	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	0	X	0	0
20	Expresses his/her points concisely and clearly	0	X	0	0
21	Manages to make his/her point / exercise influence / get his/her way	0	X	0	0
22	Convinces the others with arguments	0	X	0	0
23	Contributes to a good atmosphere	X	0	0	0
24	Contributes to a good result	X	0	0	0