

## Evaluation Form Meetings

Student: Niks Grah

Assessor: Peter Kapsiar

Team: IT1A

Date: 26.5.

AS CHAIRMAN...	Demonstrated: Yes_No	Remarks / Illustration
1. Prepares meeting well	X 0 0 0	
2. Provides clear structure to meeting	X 0 0 0	
3. Introduces agenda items clearly	0 X 0 0	
0 Rounds of agenda items with a clear conclusion	0 X 0 0	
0 Makes sure every participant has a chance to speak (out)	X 0 0 0	
1 Slows down frequent, or long speakers if necessary	X 0 0 0	
2 Maintains eye contact	X 0 0 0	
3 Is aware of body language of participants	0 0 0 X	
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	0 0 X 0	
7 Listens to what others has to say	0 X 0 0	
8 Summarises contribution of participants in a clear way	0 0 0 0	
9 Asks for clarification if necessary	0 X 0 0	
10 Gives participants the feeling they are in a useful meeting/their contribution is useful	0 X 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 0 0 X
15	Respects the agenda	X 0 0 0
16	Makes a point of order if necessary	X 0 0 0
17	Listens carefully to what others have to say	0 X 0 0
18	Makes sure/checks what others say is well interpreted	0 X 0 0
19	Is aware of body language of the participants	0 0 0 X
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 0 X 0
23	Contributes to a good atmosphere	0 X 0 0
24	Contributes to a good result	0 0 X 0