Evaluation Form Meetings

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Team: IT1H

Date: 12-nov-2024

AS CHAIRMAN…	Demonstrated: Yes_No	Remarks / Illustration
1. Prepares meeting well	0 X 0 0	
2. Provides clear structure to meeting	0 X 0 0	
3. Introduces agenda items clearly	X 0 0 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)	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 X 0 0	
4 Speaks in a clear and convincing manner	X 0 0 0	
5 Monitors agenda and keeps participants on topic	X 0 0 0	
6 Keeps an eye on time	0 X 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	X 0 0 0	
As participant…		
12 Prepares meeting well	X 0 0 0	
13 Is actively involved in the meeting	0 X 0 0	
14 Applies non-verbal communication in a functional way	X 0 0 0	
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	X 0 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	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	X	0	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