

Evaluation Form Meetings

Student: Peter

Assessor: Oliver

Team: Group A

Date: 2024.10.10

AS CHAIRMAN...		Demonstrated:	Remarks / Illustration	
		Yes	No	
1.	Prepares meeting well	1	0	0
2.	Provides clear structure to meeting	0	1	0
3.	Introduces agenda items clearly	1	0	0
0	Rounds of agenda items with a clear conclusion	0	1	0
0	Makes sure every participant has a chance to speak (out)	0	1	0
1	Slows down frequent, or long speakers if necessary	0	0	1
2	Maintains eye contact	0	1	0
3	Is aware of body language of participants	0	0	1
4	Speaks in a clear and convincing manner	0	1	0
5	Monitors agenda and keeps participants on topic	1	0	0
6	Keeps an eye on time	1	0	0
7	Listens to what others has to say	1	0	0
8	Summarises contribution of participants in a clear way	1	0	0
9	Asks for clarification if necessary	1	0	0
10	Gives participants the feeling they are in a useful meeting/their contribution is useful	1	0	0
11	Makes sure the atmosphere of the meeting is a pleasant one	0	1	0
As participant...				
12	Prepares meeting well	0	1	0
13	Is actively involved in the meeting	1	0	0
14	Applies non-verbal communication	0	0	1

	tion in a functional way	
15	Respects the agenda	1 0 0 0
16	Makes a point of order if necessary	0 1 0 0
17	Listens carefully to what others have to say	1 0 0 0
18	Makes sure/checks what others say is well interpreted	0 1 0 0
19	Is aware of body language of the participants	0 0 0 1
20	Expresses his/her points concisely and clearly	1 0 0 0
21	Manages to make his/her point / exercise influence / get his/her way	1 0 0 0
22	Convinces the others with arguments	1 0 0 0
23	Contributes to a good atmosphere	1 0 0 0
24	Contributes to a good result	1 0 0 0