Evaluation Form Meetings

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| **Student: Peter Kapsiar** | |  | | | | |
| **Assessor: Joey Harms**  **Team: IT1A** |  | | | | | |
| **Date:** |  | | | | | |
| **AS CHAIRMAN…** | | **Demonstrated:**  **Yes\_No** | | **Remarks / Illustration** | | |
| 1. **Prepares meeting well** | | x 0 0 0 | |  | | |
| 1. **Provides clear structure to meeting** | | x 0 0 0 | |  | | |
| 1. **Introduces agenda items clearly** | | 0 x 0 0 | |  | | |
| 1. **Rounds of agenda items with a clear conclusion** | | 0 x 0 0 | |  | | |
| 1. **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 | |  | | |
| 1. **Maintains eye contact** | | x 0 0 0 | |  | | |
| 1. **Is aware of body language of participants** | | x 0 0 0 | |  | | |
| 1. **Speaks in a clear and convincing manner** | | 0 x 0 0 | |  | | |
| 1. **Monitors agenda and keeps participants on topic** | | 0 x 0 0 | |  | | |
| 1. **Keeps an eye on time** | | x 0 0 0 | |  | | |
| 1. **Listens to what others has to say** | | x 0 0 0 | |  | | |
| 1. **Summarises contribution of participants in a clear way** | | x 0 0 0 | |  | | |
| 1. **Asks for clarification if necessary** | | 0 x 0 0 | |  | | |
| 1. **Gives participants the feeling they are in a useful meeting/their contribution is useful** | | 0 x 0 0 | |  | | |
| 1. **Makes sure the atmosphere of the meeting is a pleasant one** | | x 0 0 0 | |  | | |
|  | |  | |  | | |
| **As participant…** | |  | |  | | |
| 1. **Prepares meeting well** | | x 0 0 0 | |  | | |
| 1. **Is actively involved in the meeting** | | x 0 0 0 | |  | | |
| 1. **Applies non-verbal communication in a functional way** | | x 0 0 0 | |  | | |
| 1. **Respects the agenda** | | x 0 0 0 | |  | | |
| 1. **Makes a point of order if necessary** | | 0 x 0 0 | |  | | |
| 1. **Listens carefully to what others have to say** | | x 0 0 0 | |  | | |
| 1. **Makes sure/checks what others say is well interpreted** | | x 0 0 0 | |  | | |
| 1. **Is aware of body language of the participants** | | x 0 0 0 | |  | | |
| 1. **Expresses his/her points concisely and clearly** | | x 0 0 0 | |  | | |
| 1. **Manages to make his/her point / exercise influence / get his/her way** | | x 0 0 0 | |  | | |
| 1. **Convinces the others with arguments** | | 0 x 0 0 | |  | | |
| 1. **Contributes to a good atmosphere** | | 0 x 0 0 | |  | | |
| 1. **Contributes to a good result** | | x 0 0 0 | |  | | |
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