**Assessment Task Summary Cover Sheet**

**Student Declaration**

To be filled out and submitted with assessment responses

🞎 I declare that this task is all my own work and I have not cheated or plagiarised the work or colluded with any other student(s).

🞎 I understand that if I If I am found to have plagiarised, cheated or colluded, action will be taken against me according to the process explained to me.

🞎 I have correctly referenced all resources and reference texts throughout these assessment tasks.

|  |  |
| --- | --- |
| Student Name |  |
| Student ID number |  |
| Student signature |  |
| Date |  |

**Assessor Declaration**

🞎 I hereby certify that this student has been assessed by me and that the assessment has been carried out according to the required assessment procedures.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Assessor Name |  | | | |
| Assessor Signature |  | | | |
| Date |  | | | |
| Assessment Outcome | S | NS | DNS | Resubmission Y N |
| Feedback |  | | | |

**Student Result Response**

🞎 My performance in this assessment task has been discussed and explained to me.

🞎 I would like to appeal this assessment decision.

|  |  |
| --- | --- |
| Student Signature |  |
| Date |  |

A copy of this page must be supplied to Administration and is recorded kept in the student’s file with all supporting Assessment evidence.

**Assessment Task: Performance**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit of competency. | | | | | | | | | |
| This assessment task must be conducted as per the Assessment Conditions | | | | | | | | | |
| **Assessment Conditions** | | Case Study and Role Plays | | Self-Directed Research Task | | | | | |
| **Duration** | | Trainer Discretion however each meeting is recommended for thirty minutes minimum | | | | | | | |
| **Evidence Submission Requirements** | | * Evidence of two (2) completed role plays / simulated meetings * Completed Documents - Appendix 1 to Appendix 7 | | | | | | | |
| **First Attempt** | | **2nd Attempt** | **Final Attempt** | **Extension**  **–** Date:    /    / | | | | | |
| Task | | | | **Satisfactory** | | **Not Satisfactory** | | | **Did Not Submit** |
| Two (2) completed Role plays / Simulated Meetings | | | | | | | | | |
| Part A: Role Play Meeting 1 - Chairperson | | | | ☐ | | ☐ | | | ☐ |
| Part B: Role Play Meeting 2 - Minute Taker | | | | ☐ | | ☐ | | | ☐ |
| Apply conventions and procedures for formal and informal meetings including: | | | | | | | | | |
| Developing and distributing agendas and papers | | | | ☐ | | ☐ | | | ☐ |
| Identifying and inviting meeting participants | | | | ☐ | | ☐ | | | ☐ |
| Organize, take part in and chair a meeting | | | | ☐ | | ☐ | | | ☐ |
| Organizing and confirming meeting arrangements | | | | ☐ | | ☐ | | | ☐ |
| Running the meeting and following up | | | | ☐ | | ☐ | | | ☐ |
| Follow organizational policies and procedures. | | | | ☐ | | ☐ | | | ☐ |
| Record and store meeting documentation | | | | ☐ | | ☐ | | | ☐ |
| Complete each of the following organizational formatted documents for agendas, minutes and agendas: | | | | | | | | | |
| Appendix 1 - Meeting Requirements Form | | | | ☐ | | ☐ | | | ☐ |
| Appendix 2 - Meeting Preparation Action Plan | | | | ☐ | | ☐ | | | ☐ |
| Appendix 3 - Email Template | | | | ☐ | | ☐ | | | ☐ |
| Appendix 4 - Meeting Agenda Template | | | | ☐ | | ☐ | | | ☐ |
| Appendix 5 - Meeting Minute Template | | | | ☐ | | ☐ | | | ☐ |
| Appendix 6 - Candidate Feedback Form | | | | ☐ | | ☐ | | | ☐ |
| Appendix 7 - Minute-taker Evaluation Form | | | | ☐ | | ☐ | | | ☐ |
| **Assessor Feedback and Comments** | | | | | | | | | |
|  | | | | | | | | | |
| **Reasonable Adjustment** | | | | | | | | | |
| Has reasonable adjustment been applied to this assessment? If **YES** Provide details for the requirements and provisions for adjustment of assessment: | | | | | | | | | |
|  | | | | | | | | | |
| **Overall Assessment Task Performance** | | | | **Satisfactory** | | | | **Not Satisfactory** | |
| Assessment Task 2 | | | | ☐ | | | | ☐ | |
| **Signed** |  | | | | **Date** | |  | | |

**Assessment Task: Performance**

The purpose of this assessment is to assess your underpinning knowledge to complete the tasks outlined in the elements and performance criteria for this unit of competency and relating to the following aspects:

* Outline meeting terminology, structures, arrangements
* Outline responsibilities of the chairperson and explain group dynamics in relation to managing meetings
* Describe options for meetings including face-to-face, teleconferencing, web-conferencing, and using webcams
* Identify the relevant organisational procedures and policies regarding meetings, chairing and minutes including identifying organisational formats for minutes and agendas.
* Apply conventions and procedures for formal and informal meetings including:
* Developing and distributing agendas and papers
* Identifying and inviting meeting participants
* Organising and confirming meeting arrangements
* Running the meeting and following up
* Organise, take part in, and chair a meeting
* Record and store meeting documentation
* Follow organisational policies and procedures.

**Required Resources to Complete this Assessment Task**

* Reference material in regard to meeting venues and technology, catering, and transport suppliers
* Organisational policies and procedures for managing meetings
* Computers and relevant software
* Interaction with Others
* Appendix 1 - Meeting Requirements Form
* Appendix 2 - Meeting Preparation Action Plan
* Appendix 3 - Email Template
* Appendix 4 - Meeting Agenda Template
* Appendix 5 - Meeting Minute Template
* Appendix 6 - Candidate Feedback Form
* Appendix 7 - Minute-taker Evaluation Form

**Assessment Task Instructions**

**Part A - Role Play Meeting 1: Chairperson**

You are the General Manager of CoffeeVille.

For this task you are required to prepare for, you will be observed preparing for, conducting, applying conventions and procedures for one formal meeting at Coffee Villa Company with at least four (4) participants (classmates and your assessor)

You need to generate and submit the meeting name and meeting purpose at your own choice, which should not be a general monthly meeting. Should you require assistance your assessor can provide the meeting Topic.

Read CoffeeVille Code of Practice for Meeting Procedures, summarize the information below:

* Notice requirements for special meetings
* Public access to meetings
* When meeting minutes needs to be sent to each member of the Coffeeville
* When meeting outcomes need to be reported. If there is no written requirement in organizational policy and procedures, what timeline would you require?

Key Deliverables:

* Describe options for meetings including face-to-face, teleconferencing, web-conferencing, and using webcams
* Identify the relevant organisational procedures and policies regarding meetings, chairing and minutes including identifying organisational formats for minutes and agendas.
* Developing and distributing agendas and papers
* Identifying and inviting meeting participants
* Organise, take part in, and chair a meeting
* Organising and confirming meeting arrangements
* Running the meeting and following up
* Follow organisational policies and procedures.
* Record and store meeting documentation

**Preparation**

In your preparation for your meeting, you are to ensure that:

* Purpose of meeting is clarified, and the agenda is developed in line with the stated purpose
* The style and structure of the meeting is appropriate to the meeting’s purpose
* Meeting participants are identified and notified in accordance with organisational procedures
* Meeting arrangements are confirmed in accordance with the requirements of meeting
* Meeting papers are despatched to participants within designated timelines
* You must provide your agendas to your assessor at the time of your assessment

**Conducting**

Whilst conducting your meeting, you are to ensure that:

* Meetings are chaired in accordance with organisational requirements, agreed conventions for the type of meeting and legal and ethical requirements
* Meetings are conducted to ensure they are focused and time efficient
* Meeting facilitation enables participation, discussion, problem solving and resolution of issues
* Minute taker is briefed on recording meeting notes in accordance with organisational requirements and conventions for the type of meeting
* This will be observed by your assessor during each of your meetings

**Following Up**

After the meeting, you are to follow up, ensuring that:

* Transcribed meeting notes are checked to ensure they reflect a true and accurate record of the meeting and are formatted in accordance with organisational procedures and meeting conventions
* Minutes and other follow-up documentation are distributed within designated timelines and stored in accordance with organisational requirements
* Outcomes of meetings are reported as required, within designated timelines

**Part B - Role Play Meeting 2: Minute Taker**

You are a Supervisor at CoffeeVille who has been nominated to the take the Meeting Minutes for a scheduled meeting Chaired by your fellow classmate or assessor.

Key Deliverables:

* Identify the relevant organisational procedures and policies regarding the minutes including identifying organisational formats for the minutes
* Follow organisational policies and procedures.
* Record and store meeting documentation
* Distribute, via email, and store minutes and other follow-up documentation within designated timelines, and according to organisational requirements

You are required to read through the CoffeVilla case study scenario and address all above tasks to achieve competence.

Your trainer will provide you with instructions for the meeting scenarios and agenda topics, allocate participants and their roles, time frames and dates to complete this assessment and supporting paperwork as required.

Once completed, carefully read the responses, and review your completed templates and check for completeness.

Your trainer will provide you with feedback and the result you have achieved.

**Case Study Scenario**

**CoffeeVilla**

Location - 313 - 315 Flinders Lane, Melbourne

Design - Bright and functional.

Size - 90 m2.

Employees - 8 full time plus casuals

Departments - Finance, HR, Sales and Marketing

Seating - 15 customers.

Types of Transactions - 70% takeaway; 15% sit down; 15% catering.

CoffeeVille is entering its third year of business operation. Due to effective positioning, the cafe has been well-received by the Melbourne consumer market. Continuing effective marketing is considered to be critical to the company’s future success and profitability.

According to the company mission, CoffeeVille provides a unique and compelling cafe experience for the discriminating and socially aware Melbourne coffee drinker. CoffeeVille provides:

* High quality, fair trade, coffee
* Superior hot and cold gourmet food and beverages
* Consistently high level of expert and knowledgeable, fast, and friendly service

According to the CoffeeVille vision, within five years, the company will have established itself as a premier provider of gourmet coffee and food for the ethically and socially aware Melbourne coffee drinker. CoffeeVille will have expanded to a number of key locations in the Melbourne CBD. CoffeeVille aims to achieve company mission and vision through the implementation of several key strategic directions:

* Increase revenue through targeted marketing campaigns
* Control direct and indirect operational costs
* Maintain superior product and service quality standards
* Establish coffeeville brand as ethical and environmentally responsible company
* Maintain highly trained and motivated staff

**Supporting Document**

*CoffeeVille Code of Practice for Meeting Procedures* (see below)

**CoffeeVille Code of Practice for Meeting Procedures**

1. Introduction

These Regulations provide that CoffeeVilla may develop and adopt a Code of Practice for its own meetings of CoffeeVilla and Committees that add to or vary certain aspects of these provisions.

The purpose of this Code is to establish a consistent approach and provide clear expectations to CoffeeVilla Members, staff for the order of business, procedures, and etiquette of CoffeeVilla.

**Application of the Code of Practice**

This Code of Practice applies to all ordinary and special meetings of CoffeeVilla.

**Guiding Principles**

The following principles (the Guiding Principles) should be applied with respect to the procedures to be observed at a meeting of a CoffeeVilla or CoffeeVilla Committee.

1. Procedures should be fair and contribute to open, transparent, and informed decision making.
2. Procedures should encourage appropriate staff’s participation in the affairs of the coffeevilla.
3. Procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting.
4. Procedures should be sufficiently certain to give the staffs and decision makers confidence in the deliberations undertaken at the meeting

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2. Operating procedures - Before the meeting

CoffeeVilla and Committee meetings will be held at the principal office of CoffeeVilla 3216 Collins Street, Melbourne Vic 3000 unless otherwise resolved by CoffeeVilla that a CoffeeVilla meeting will be held in an alternative location.

2.1 Calling Meetings

**Ordinary Meetings**

The frequency and timing of ordinary CoffeeVilla meetings will be on a monthly basis. These scheduled meetings are then documented as per CoffeeVilla records management.

**Special Meetings**

Special meeting may be called upon the request of The Chief Executive Officer/Director.

Special meetings of a CoffeeVilla may be held at any time.

2.2 Notice and Agendas for Meetings – Ordinary and Special Meetings

It is the requirements for providing CoffeeVilla Members with notice for CoffeeVilla meetings.

Each CoffeeVilla Member may indicate their preference for delivery of the notice of meeting, agenda, and reports for all CoffeeVilla and Committee meetings. Any changes to the delivery arrangements must be requested in writing.

For Special Meetings, the Chief Executive Officer must ensure that each Member of the Committee is given at least 4 (four) hours’ notice of a special meeting of the Committee. Notices of special meetings may be distributed by email to the CoffeeVilla provided email address for each Member and will be displayed on CoffeeVilla’s website for viewing by Members.

* 1. Working Parties and Advisory Group Agendas

Notices of meetings, agendas, and reports for working parties and advisory groups established by CoffeeVilla will usually be distributed 3 (three) clear days before the meeting or in accordance with their terms of reference.

Agenda papers will only be distributed to Members of the working party/advisory group and not be made available to Members of the public.

* 1. Public Access to Meetings

CoffeeVilla and Committee meetings will not be conducted in a place open to the public unless the CoffeeVilla or Committee makes an order to include the public in order to discuss a matter relevant to public.

* 1. Length of CoffeeVilla Meetings

CoffeeVilla has resolved that CoffeeVilla and Committee meetings will conclude at or before 10.30am unless the meeting formally resolves on each specific occasion to continue beyond that time. Where a meeting is likely to continue beyond 10.30pm a motion is to be put to the meeting whether to continue or adjourn to another date and time.

3. Operating Procedures - At the meeting

3.1 Commencement of Meetings

A meeting will commence as soon after the time specified in the notice of meeting The meeting may be adjourned by CEO if needed to do so

If a meeting is adjourned the chief executive officer will record in the minute book the reason for the adjournment, the names of any Members present, and the date and time to which the meeting is adjourned.

If a meeting is adjourned to another day, the chief executive officer must:

1. give notice of the adjourned meeting to each Member setting out the date, time, and place of the meeting; and this to be placed on display at the principal office of the CoffeeVilla.

3.2 Attendees, Apologies and Absences

If a Member expects to be late or be absent from a meeting the Presiding Member or relevant CoffeeVilla officer is to be advised. Contact details for the officer will be included on the front of the CoffeeVilla and Committee agendas. Members must seek leave of absence if they intend being absent for more than a three-month period.

All apologies and leaves of absence will be listed in the Minutes for each CoffeeVilla or Committee meeting that it relates to. Members that do not attend a CoffeeVilla and Committee meeting and have not advised the relevant Presiding Member of an apology will not be listed in the Minutes.

If a Member arrives after the meeting commences, the time of arrival will be included in the minutes.

All officers in attendance at CoffeeVilla or Committee meetings will also be recorded in the minutes.

* 1. Confirmation of Minutes

The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.

No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.

On the confirmation of the minutes, the presiding Member will—

* initial each page of the minutes, which pages are to be consecutively numbered; and
* place his or her signature and the date of confirmation at the foot of the last page of the minutes.

3.4 Order of Business

The order of business for a CoffeeVilla or CoffeeVilla Committee meeting will generally be in accordance the agenda.

CoffeeVilla Members may at the first CoffeeVilla meeting of the month provide a written report on their activities of the previous month.

3.5 Reports of Members and CoffeeVilla Representatives on External Organisations

At the first CoffeeVilla meeting per month opportunity will be given for Members who are appointed as CoffeeVilla representatives on external organisations to table a report on their involvement in activities associated with that organisation.

3.6 General Business

CoffeeVilla has resolved that the agenda for each CoffeeVilla meeting include a “General Business” action before the meeting closure to allow CoffeeVilla Members to discuss any items or topics of interest. The Presiding Member must be advised in writing of any such items, in title only, prior to the commencement of the meeting. City of Charles Sturt Code of Practice for Meeting Procedures

3.7 Voting

Voting for CoffeeVilla meetings is applied as follows:

1. The presiding Member, or any other Member, may ask the chief executive officer to read out a motion before a vote is taken.
2. The presiding Member will, in taking a vote, ask for the votes of those Members in favour of the question and then for the votes of those Members against the question (and may do so as often as is necessary to enable him or her to determine the result of the voting), and will then declare the outcome.
3. A person who is not in his or her seat is not permitted to vote.

4. Operating Procedures – Conduct at The Meeting

4.1 Addresses by Members

1. A Member must not speak for longer than 5 (five) minutes at any one time without leave of the meeting.
2. A Member may, with leave of the meeting, raise a matter of urgency.
3. A Member may, with leave of the meeting, make a personal explanation.
4. The subject matter of a personal explanation may not be debated.
5. The contribution of a Member must be relevant to the subject matter of the debate.

4.2 Conflict of Interest

If CoffeeVilla Members wish to seek legal advice about a possible conflict of interest, they should advise the Manager Governance & Operational Support in the first instance who will arrange contact with CoffeeVilla’s solicitors to obtain advice at CoffeeVilla’s cost.

As a matter of course CoffeeVilla’s solicitors will provide the Chief Executive Officer with a copy of the written advice provided to the Member.

Should a member of staff have any doubt as to whether he or she has a conflict of interest in a particular matter, the person should seek the advice of the relevant General Manager or the Chief Executive Officer.

* 1. Interruption of Meetings by Members

A Member of a CoffeeVilla or CoffeeVilla committee must not, while at a meeting:

1. behave in an improper or disorderly manner; or
2. cause an interruption or interrupt another Member who is speaking.

Subregulation (1)(b) does not apply to a Member who is—

1. objecting to words used by a Member who is speaking; or
2. calling attention to a point of order

5. Operating Procedures – Documentation of The Meeting

5.1 Recording of Meetings

CoffeeVilla and Committee meetings are not recorded (by either video, tape or web recording).

5.2 Minutes of Meetings

The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.

No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.

On the confirmation of the minutes, the presiding Member will:

1. Initial each page of the minutes, which pages are to be consecutively numbered; and
2. Place his or her signature and the date of confirmation at the foot of the last page of the minutes.

The minutes of the proceedings of a meeting must include

1. The names of the Members present at the meeting; and
2. In relation to each Member present

* The time at which the person entered or left the meeting; and
* Unless the person is present for the whole meeting
* The point in the proceedings at which the person entered or left the meeting; and

1. Each motion or amendment, and the names of the mover and seconder; and
2. Any amendment or withdrawal of a motion or amendment; and
3. Whether a motion or amendment is carried or lost; and
4. Any disclosure of interest made by a Member; and
5. An account of any personal explanation given by a Member; and
6. Minutes will also include the time of closing the meeting.
7. If a member making a Personal Explanation wishes that the full text of that Personal Explanation be included in the minutes, it may be included by resolution of the coffeevilla, if not, a brief account shall be included.

As the Minutes reflects decisions made by CoffeeVilla as a whole, Minutes of the meeting do not record the names of the Members who voted in the affirmative or negative for a particular item.

Minutes will also not record or reflect specifics of debate of an item.

* 1. Availability of Minutes

1. The chief executive officer must ensure that minutes are kept of the proceedings at every meeting of the CoffeeVilla or a CoffeeVilla committee.
2. If the chief executive officer is excluded from a meeting pursuant to Part 3, the person presiding at the meeting must ensure that minutes are kept.
3. Each Member of the CoffeeVilla must, within 5 (five) days after a meeting of the CoffeeVilla or a CoffeeVilla committee, be supplied with a copy of all minutes of the proceedings of the meeting kept under this section.
4. A copy of the minutes of a meeting of the CoffeeVilla must be placed on public display in the principal office of the CoffeeVilla within five (5) days after the meeting and kept on display for a period of one month.
5. A person is entitled to inspect, without payment of a fee, at the principal office of the CoffeeVilla— minutes kept under this section; andreports to the CoffeeVilla or a CoffeeVilla committee received at a meeting of the CoffeeVilla or committee; and recommendations presented to the CoffeeVilla in writing and adopted by resolution of the CoffeeVilla; and budgetary or other financial statements adopted by the CoffeeVilla.
6. Minutes of all CoffeeVilla and Committee meetings will be posted on CoffeeVilla’s website and available in printed copy at the CoffeeVilla head office as soon as practicable after they are completed.
7. Each CoffeeVilla Member may indicate their preference for delivery of the meeting minutes. Any changes to the delivery arrangements must be requested in writing.

**Appendix 1 - Meeting Requirements Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Requirements Form** | | | |
| Chairperson |  | | |
| Department |  | | |
| Meeting name |  | | |
| **Meeting details** | | | |
| Date |  | Time |  |
| Location |  | Budget |  |
| **Meeting format** | | | |
| Purpose |  | | |
| Agenda |  | | |
| Participants | Internal | | External |
| Speakers |  | | |
| Seating Arrangements |  | | |
| Video or teleconference requirements |  | | |
| **Supporting Materials** | | | |
| Pre-reading |  | | |
| Meeting documentation |  | | |
| Equipment requirements |  | | |
| **Hospitality requirements** | | | |
| Catering requirements |  | | |
| Accommodation requirements |  | | |
| **Other requirements** | | | |
| Special needs of attendees |  | | |
| Other organisational requirements for conducting meetings |  | | |
| Applicable conventions for conducting meetings |  | | |
| Legal and ethical requirements for conducting meetings |  | | |
| Other specific requirements |  | | |

**Appendix 2 - Meeting Preparation Action Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting Preparation Action Plan** | | | |
| Meeting Name |  | | |
| Meeting Date: |  | | |
| Chairperson |  | | |
| **Action Required** | | **By Whom** | **By When** |
|  | |  |  |
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**Appendix 3 - Email Template**

|  |
| --- |
| Dear <Addressee>,  <Body of message, no indent on paragraphs>  Regards,  **<Your name>** <Title> |

**Appendix 4 - Meeting Agenda Template**

| **Meeting Agenda** | |
| --- | --- |
| Location | [Address or Room Number] |
| Date | [Meeting Date] |
| Time | [Meeting Time] |

Agenda Details

I. [Easily add your own content.]

1. [To replace tip text (such as this) with your own, just select a paragraph and start typing.]
2. [For best results when selecting text to replace, do not include space to the left or right of the characters in your selection.]

II. [Get the formatting you need in no time.]

1. [This outline uses Heading 2 (formats the sentence with Roman numeral numbering) and Heading 3 (formats the sentence with lowercase letter numbering).
2. [To quickly get these heading styles or any of the text formatting you see in this document, on the Home tab of the ribbon, check out the Styles gallery.]

III. [The roman numerals in this outline are red to match the document title and larger than the paragraph text.]

1. [To see this document with all formatting and layout, on the View tab, click Reading View.]

IV. [Agenda item]

1. [Agenda detail 1]
2. [Agenda detail 2]
3. [Agenda detail 3]

**Appendix 5 - Meeting Minute Template**

**Minutes of < *Insert Name of Meeting* >**

Day, Date, and time of Meeting

**Venue**

**In Attendance**

*e.g. (Chair)*

*Another person (Minutes)*

*List all other Attendees*

**Apologies**

*List the names of people who were invited but could not attend.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Agenda Item** | **Proceedings** | **Action by** | **Due Date** |
| **1** | **Welcome, attendance, apologies, and review of agenda** |  |  |  |
| **2** | **Approval of previous minutes as a true and accurate record** |  |  |  |
| **3** | **Matters arising from previous minutes** |  |  |  |
| **Agenda Items Relevant to the Meeting** | | | | |
| **4** | **Agenda Item 1** |  |  |  |
| **5** | **Agenda Item 2** |  |  |  |
| **6** | **Agenda Item 3** |  |  |  |
| **7** | **General Business** |  |  |  |
| < ADD > |  |  |  |
| < ADD > |  |  |  |
| < ADD > |  |  |  |
| **8** | **Meeting declared closed at** |  |  |  |
| **9** | **Next meeting scheduled for** |  |  |  |

**Appendix 6 - Candidate Feedback Form**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Candidate Name |  | | | | | |
|  | | **Strongly Agree** | **Agree** | **Neutral** | **Disagree** | **Strongly Disagree** |
| The meeting started on time. | |  |  |  |  |  |
| The meeting purpose was clear. | |  |  |  |  |  |
| The chairperson kept discussions focused on achieving the purpose of the meeting. | |  |  |  |  |  |
| The chairperson-maintained control of the meeting throughout the duration. | |  |  |  |  |  |
| The chairperson ensured all participants were involved in discussions. | |  |  |  |  |  |
| The chairperson facilitated the problem-solving activity to resolve any issues. | |  |  |  |  |  |
| The chairperson facilitated decision-making to ensure required decisions were made. | |  |  |  |  |  |
| The meeting followed the agenda. | |  |  |  |  |  |
| The desired outcome for the meeting was achieved | |  |  |  |  |  |
| The meeting concluded on time. | |  |  |  |  |  |
| General feedback regarding the way in which the meeting was conducted: | | | | | | |
|  | | | | | | |

**Appendix 7 - Minute-taker Evaluation Form**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Candidate Name |  | | | | | |
|  | | **Strongly Agree** | **Agree** | **Neutral** | **Disagree** | **Strongly Disagree** |
| The chairperson clearly explained the meeting purpose and the expected outcomes. | |  |  |  |  |  |
| I was provided with a list of the attendees and their roles prior to the meeting. | |  |  |  |  |  |
| I was provided a copy of a minute template to use to record the meeting discussions. | |  |  |  |  |  |
| The chairperson explained any organisational requirements/conventions for recording the meeting minutes. | |  |  |  |  |  |
| The chairperson explained the required method for recording meeting notes and their expectations with regards to the level of detail of information recorded. | |  |  |  |  |  |
| I was provided with examples of previous minutes to assist me with understanding what was required. | |  |  |  |  |  |
| It was clear to me what was expected. | |  |  |  |  |  |
| The chairperson clearly explained the meeting purpose and the expected outcomes. | |  |  |  |  |  |
| I was provided with a list of the attendees and their roles prior to the meeting. | |  |  |  |  |  |
| I was provided a copy of a minute template to use to record the meeting discussions. | |  |  |  |  |  |
| General feedback regarding the information you were provided regarding taking minutes for the meeting: | | | | | | |
|  | | | | | | |

**+++ END +++**