

# MEETING ANALYSIS SHEET

Invisible gender dynamics of  
meetings analysis sheet



**Objective:**

How many of the following genders  
attend the meeting:

Men:

Women:

Non-binary people:





## MEETING ANALYSIS SHEET

Analyse the number of times in the meeting (you can mark with sticks)				Percentage of total
	Men	Women	Non binary people	
Interventions				
Interruptions they do				
Interruptions they receive				
Proposals brought				
Proposals attracted that have been submitted by:				
Topics led				
Measure in minutes the time of the interventions				
Intervention 1				
Intervention 2				
Intervention 3				
Intervention 4				
...				
Total time				
Mark with X:				
Who speaks first?				
Who speaks last?				
Of those invited to the meeting:				
How many were unable to attend?				