

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:



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| 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? | | | | |