

3		:	Y	N
2		:	Y	N
1		:	Y	N
Evaluator Name		Actual Time	Within Limit?	

1:30	2:00	2:30	3:00	3:30
Minimum	Green	Yellow	Red	Maximum

### Evaluation

6		:	Y	N
5		:	Y	N
4		:	Y	N
3		:	Y	N
3		:	Y	N
2		:	Y	N
1		:	Y	N
Speaker Name		Actual Time	Within Limit?	

0:30	1:00	1:30	2:00	2:30
Minimum	Green	Yellow	Red	Maximum

### Table Topics

3				:	Y	N
2				:	Y	N
1				:	Y	N
Speaker Name		Min	Max	Actual Time	Within Limit?	

### Formal Speakers

- ✓ Use the timing light or flags to indicate to speakers when they have reached the appropriate times.
- ✓ Mark every table topics, formal speaker, and evaluator's time in the tables below.

#### During The Meeting

- ✓ Get each formal speaker's times and write them in the table below.

#### Before The Meeting

# Timer Sheet