Group Meeting Minutes

Each week you will need to send the minutes of your end of day group meeting to your project supervisory tutor.

**The minutes need to contain a brief summary of the following information:**

* Who attended the meeting and days activities
* A breakdown of each persons achieved activity for the week
* A breakdown of each persons planned activity for the week ahead
* Project progress this week
* Issues encountered and planned response

You should also save the minutes as part of the documentation for the module assessment.