



The
University
Of
Sheffield.

Department
Of
Mechanical
Engineering.

Team Meeting Record

Group name: Click or tap here to enter text.

Meeting date: Click or tap to enter a date.

Meeting time: Click or tap here to enter text.

Location: Click or tap here to enter text.

Present: Click or tap here to enter text.

Excused: Click or tap here to enter text.

Absent: Click or tap here to enter text.

Review of Last Meeting

Confirm that actions are completed, or note any which are outstanding, with reasons.

Discussion points/notes

Record the key points discussed in the meeting and decisions made. Add more rows if necessary.

Item	Discussion/Notes
1.	
2.	
3.	

Actions

List actions to be taken by group members, including who is responsible, and the due date.

Item	Action	Responsible	Due date
1.			
2.			
3.			