

Department Of Mechanical Engineering.

## **Team Meeting Record & Team Feedback Form**

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.

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Abse	ent:	: Click or tap here to enter text.					
Revie	ew of Last N	Meetina					
		s are completed, or l	note any which a	re outstai	nding, with	reasons.	
			-		-		
Discu	ussion poin	ts/notes					
		nts discussed in the	meeting and dec	isions ma	ade. Add mo	ore rows if necess	sary.
Item	Discussion/Notes						
1.							
2.							
3.							
<del></del>							
Actio	ns						
		ken by group memb	ers, including wh	no is resp	onsible, and	d the due date.	
Item	Action				Responsibl	Due date	
						e	
1.							
2.							
3.							
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Team	n Member F	eedback					
	n Member Foot	eedback eting, take the oppor	tunity to share fe	edback w	rith your tea	m, and record it h	nere. You do
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