**INSTRUCTIONS FOR THE MINUTE TAKER**:

Fill out this worksheet when it is your turn to take minutes of a team meeting.  Minutes should be taken at every team meeting.**Everyone must have at least one turn at taking minutes**. Depending on the size of your team, this role may fall to you more than once.

 1. Fill out this minutes worksheet **DURING** the meeting.  If you experience technical problems or prefer not to attempt to take notes in real-time, you may choose to write the minutes by hand during the meeting, fill out the times and meeting ratings and transcribe your notes to this document after the meeting. Similarly, you may record the meeting using any audio equipment and upload or the audio file (e.g. store it on your OneDrive space and share the link with your team) and fill out the minutes sections after the meeting, based on your recordings.

 2. At the end of the meeting, **show the minutes to your team mates and ask if they wish to amend or augment the minutes**. Add their comments/amendments to the 'Record of the meeting' section.

 3. ***When everyone is happy*** that you have is a true and accurate record of the meeting, **copy and paste the 'summary of tasks' text into an email and share it with your team mates**.

This is part of your professional skills development: you should draw from this experience in the assessed MATH513 coursework.

**MINUTES TEMPLATE *(page limit: 2 pages, Arial 12):***

The required minute sections are the following:

**Date:**

**Start time:**

**Attending** *(student’s IDs – later you can use your initials)***:**

**Apologies** (List all people who were not able to attend this meeting (who will have sent their apologies for absence!))

**Record of the meeting:**

Make a note of ALL contributions to this meeting, in the format:

Initials of contributor / [Q / C] (Q for a question to be addressed during the coming week; C for a comment). If you need time to catch up with the discussion, tell the chair immediately.

**Summary of Tasks:**

For each group member, list the task(s) they have agreed to address and feed back to the group on in the next meeting.

**Rate this meeting**

**What went particularly well in this meeting?**

Did the group try any new approaches to communication? Was everyone taking care to engage and listen to each other? Briefly describe anything that made the meeting especially useful and that you might want to repeat at future meetings.

**Date of next meeting**

Agree a date and time for the next meeting before close of business.

**Who will chair the next meeting?**

Agree who will chair the next meeting before you adjourn.

**Who will take minutes at the next meeting?**

Agree who will be taking minutes at the next meeting before you adjourn.

**Have all team members at the meeting reviewed the minutes and had a chance to amend or augment the minutes?**

You must give everyone a chance to review and amend/augment the minutes, so that you have a true and accurate record of the meeting.

**Finish time:**