**Língua inglesa – Front-end Developer**

**Understanding Meeting Minutes**

**Meeting minutes** are the official written record of the discussions and decisions made during a meeting. It's important to distinguish "minutes" (the record) from "minute" (a unit of time). For example:

* I made the minutes of our meeting. (refers to the record of the meeting)
* It took two minutes to finish the discussion. (refers to a unit of time)

You should never refer to it as "the minute of the meeting" when talking about the record of the meeting. The word "minutes" is always plural when referring to the written summary or official record of what was discussed during a meeting. For example:

* Correct: "The minutes of the meeting are ready for review."
* Incorrect: "The minute of the meeting is ready for review."

The singular form, "minute," refers to something completely different—typically a unit of time or sometimes a very short written note.

**Consistency in Language:**

When writing minutes, maintain a consistent reference to the group or entity. Choose either we, the group, or the company's name and use it throughout the document. This consistency helps maintain a professional tone and avoids confusion. Examples:

* The group decided to include examples of Google Maps API.
* We agreed to use examples of popular apps with effective UI/UX design.
* XYZ Company reviewed the research progress on assigned topics.

**Clarity and Simplicity:**

Keep language simple, clear, and direct when reporting discussions. Example:

* Instead of: A comprehensive dialogue was initiated to explore the potential integration of multiple user interface paradigms.
* Use: The group discussed how to integrate different user interface designs.

**Reporting Individual Contributions:**

Include a brief summary of what each attendee has contributed to the meeting. This helps recognise individual efforts and clarifies their involvement. Example:

* Emma prepared the slides for the UI/UX section.
* Noah presented the research findings on API integrations.

**Using Gerunds and Past Tense in Meeting Minutes**

**Gerunds** are useful for describing ongoing activities, processes, or future plans. They provide a professional tone and help maintain clarity when summarising what is currently happening or what is planned. Use gerunds when listing activities or processes in the **agenda**, **next steps**, or **actions and responsibilities** sections, as these typically refer to ongoing or future tasks. Example:

* **Reviewing** research progress, **Discussing** the structure of the presentation, **Planning** next steps.

**Past Tense** is used to describe what has been completed or decided during the meeting. It helps convey actions or decisions that the group has already taken. Use the past tense in the **research progress** or **discussion points** sections to indicate what was discussed, decided, or done during the meeting. Example:

* The group **simplified** the explanation of techniques, we **included** examples of Google Maps API.

**Example of a Meeting Minutes for Group Project Progress**

**Date and Time:** November 27, 2024, 9:00 AM  
**Attendees:** Emma, Noah, Liam, Ava

**Agenda:**

1. Reviewing research progress on assigned topics
2. Discussing the structure and content of the presentation
3. Planning next steps for presentation preparation

**Discussion Points**

**Research Progress:**

* (The group) discussed simplifying the explanation of techniques to make them easily understandable for the presentation.
* (The group) decided to include examples of Google Maps API and Twitter API to illustrate real-world applications.
* (The group) agreed to use examples of popular apps with effective UI/UX design to demonstrate key concepts.

**Presentation Structure:**

* Discussed how to organise the presentation to cover each topic efficiently.
* Planned to use visual aids like diagrams and screenshots to enhance understanding.
* Decided to allocate time for each group to explain their topic and provide examples.

**Next Steps:**

* Preparing slides and visual aids for each topic.
* Rehearsing the presentation to ensure smooth delivery and timing.

**Actions and Responsibilities:**

* Creating slides for responsive design: Emma (Due: December 4)
* Developing visual aids for cross-platform development: Noah (Due: December 4)
* Compiling examples for API integration: Liam (Due: December 4)
* Designing diagrams for UI/UX concepts: Ava (Due: December 4)

**Next Meeting:**

**Date and Time:** December 4, 2024, 2:00 PM

**Agenda Items:**

1. Reviewing presentation slides and visual aids
2. Conducting a practice run of the presentation

**Meeting Minutes for Group Project Progress**

**Date and Time:** November 28, 2024, 9:00 AM  
**Attendees:**

**Agenda:**

**Discussion Points**

**Research Progress:**

**Presentation Structure:**

**Next Steps:**

**Actions and Responsibilities:**

**Next Meeting:**

**Date and Time:** December 4, 2024, 2:00 PM

**Agenda Items:**