Meeting Dairy for Team \_\_

Guidance

* Duplicate the below table and fill in for each meeting
* Minimum of 2 regular meetings per week, one with TA and one with the whole team
* Meeting lead and secretary (note taker) must change at least each week
* Every member must be lead and secretary (note taker) at least one week
* Time sheets must be signed off weekly in meetings (if disputed, your TA can also sign off)
* Upload this template to OneDrive (keeps edit history) and share a link with your team on MS Teams

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| --- | --- | --- | --- |
| Meeting Minutes for Meeting number: \_\_\_ | | | |
| Date |  | Location |  |
| Meeting type | regular / additional / \_\_\_\_\_\_\_ | Ext. attendees |  |
| Team attendees |  | Apologies |  |
| Meeting lead |  | Note taker |  |
| Agenda items |  | Update on actions |  |
| Actions & Owner |  | | |
| Time sheets  signed off / feedback |  | | |
| Next meeting  date/time/location |  | Next meeting lead/note taker |  |