

MINUTES OF MEETING		GROUP #		DATE?	
	STUDENT NAME (INITIALS)	Present?	Late? Informed of absence?	OLD ACTION ITEMS	STATUS
1	AR				
2	FS				
3	JE				
4	JV				
MEETING CHECKLIST					
Have Written Agenda for meeting?					
Every one asked to prepare for meeting (give specific (so that meeting can be productive) ahead of time?					
Every one did prepare for meeting?					
AGENDA/DISCUSSION SUMMARY					
	STUDENT NAME (INITIALS)	NEW ACTION ITEM		DUE DATE	
1	AR				
2	FS				
3	JE				
4	JV				