

MINUTES OF MEETING		GROUP #		DATE?	
	STUDENT NAME (INITIALS)	Present	Late > 5 mins	Informed about absence?	Scribe?
1					
2					
3					
4					
	STUDENT NAME (INITIALS)	OLD ACTION ITEM		STATUS	
1					
2					
3					
4					
	AGENDA/DISCUSSION SUMMARY				
	STUDENT NAME (INITIALS)	NEW ACTION ITEM		DUE DATE	
1					
2					
3					
4					