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