**Group Name:**

**Date of Meeting:**

**Location of Meeting:**

**Start and End Times:**

**Members Attending:**

**Members Not Attending:**

**Guests Attending:**

**Review of Current and Pending Milestones**

The current project timeline should be examined and a summary of whole-group milestones due to be, or soon to be, completed, should be made here. The whole group takes part in this discussion and the consensus is recorded here.

**Summary of Progress on Action Items Due At This Meeting (Member Reports)**

Every member should make a PERSONAL report.

Every member should relate personal activities to group goals, milestones, and/or action items assigned to her/him in previous meetings.

Every member should have a concrete artifact or artifacts SHOWN and DISTRIBUTED at the meeting.

Every member’s artifacts should be reviewed by other team members for suitability. Any consensus for or against suitability should be recorded along with actionable advice, if any.

**Discussion of Current Group Status WRT Current and Pending Milestones**

The whole group should discuss their overall status toward meeting current and pending milestones. All members should participate in this discussion and the group consensus is recorded here.

**Decisions with Respect to LONG TERM WHOLE GROUP GOALS.**

If any modifications are to be made to whole group goals and/or milestones. RECORD THEM HERE in concrete terms. All group members should agree to such changes.

**Discussion of Action Items and Action Item Assignment for Next Meeting**

The group should assign new action items to each group member. If need be, the group milestones and planning grid should be modified. Every action item should be assigned a due date and the due date recorded in the minutes. Individuals MAY have more than one action item assigned to him/her. Be sure that each action item results in a concrete artifact that can be reviewed. Record in the minutes exactly what those artifacts are.