# Minutes for Team G\_\_\_\_\_ Week commencing \_\_\_\_\_\_\_\_\_\_ Date of this minute \_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| Name (printed/typed) | Signature |  | Present ✓ |
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Task Reporting (Briefly list the progress for each team member in the last week.\*)

Name & Role (1):



Name & Role (2):

Name & Role (3):

Name & Role (4):

Name & Role (5):

Name & Role (6):

Name & Role (7):

Name & Role (8):

Name & Role (9):

Name & Role (10):

\*Printouts giving an overview of interim deliverables may be added as a supplement to these minutes.

Actions Planned (Briefly list the actions required of each team member for the next week.)

Name & Role (1):



Name & Role (2):

Name & Role (3):

Name & Role (4):

Name & Role (5):

Name & Role (6):

Name & Role (7):

Name & Role (8):

Name & Role (9):

Name & Role (10):