

# Consensus Form

Date: \_\_\_\_\_

Members Present: \_\_\_\_\_

Time meeting began: \_\_\_\_\_

Time meeting ended: \_\_\_\_\_

◆ *This form is to be completed after each group meeting (both in and out of lab). Therefore, each group should complete a minimum of two consensus forms per week.*

**You may use the back of this form if additional space is needed.**

## **Today We Discussed:**

(Describe the main topics discussed, worked on, or completed during the meeting.)

## **Action Items:**

(List the tasks being worked on for the next meeting. In parenthesis next to each action item, write the name of the team member responsible for completing the task)

